



501 PR140

Procurement Overview

Web Based Training



Welcome to Cardinal Training

This training provides participants with the skills and information necessary to use Cardinal and is not intended to replace existing Commonwealth and/or agency policies.

This course, and the supplemental resources listed below, are located on the Cardinal website (www.cardinalproject.virginia.gov) under Training.

Cardinal Reports Catalogs are located on the Cardinal website under Resources:

- Instructor led and web based training course materials
- Job aids on topics across all functional areas
- Variety of simulations
- Glossary of frequently used terms

The Cardinal screenshots included in this training course show system pages and processes that some users may not have access to due to security roles and/or how specific responsibilities relate to the overall transaction or process being discussed.

For a list of available roles and descriptions, see the Statewide Cardinal Security Handbook on the Cardinal website in the Security section under Resources.



Course Objectives

After completing this course, you will be able to:



Understand key procurement Processes



Recognize how procurement integrates with other Cardinal modules and interfaces with other systems



Agenda

1

Introduction to Procurement

2

Procurement Processes

3

Procurement Integration and Interfaces



Lesson 1: Introduction

1

Introduction to Procurement

This lesson covers the following topics:

- Procurement Overview
- Key Concepts



Procurement Overview

The Procurement functional area of Cardinal includes four modules.

Purchasing

The Purchasing module includes the buying of goods and services (Procurement) by creating and processing requisitions, purchase orders (PO), receipts, and procurement card (PCard) and Integrated Supply Services Program (ISSP) transactions.

eProcurement

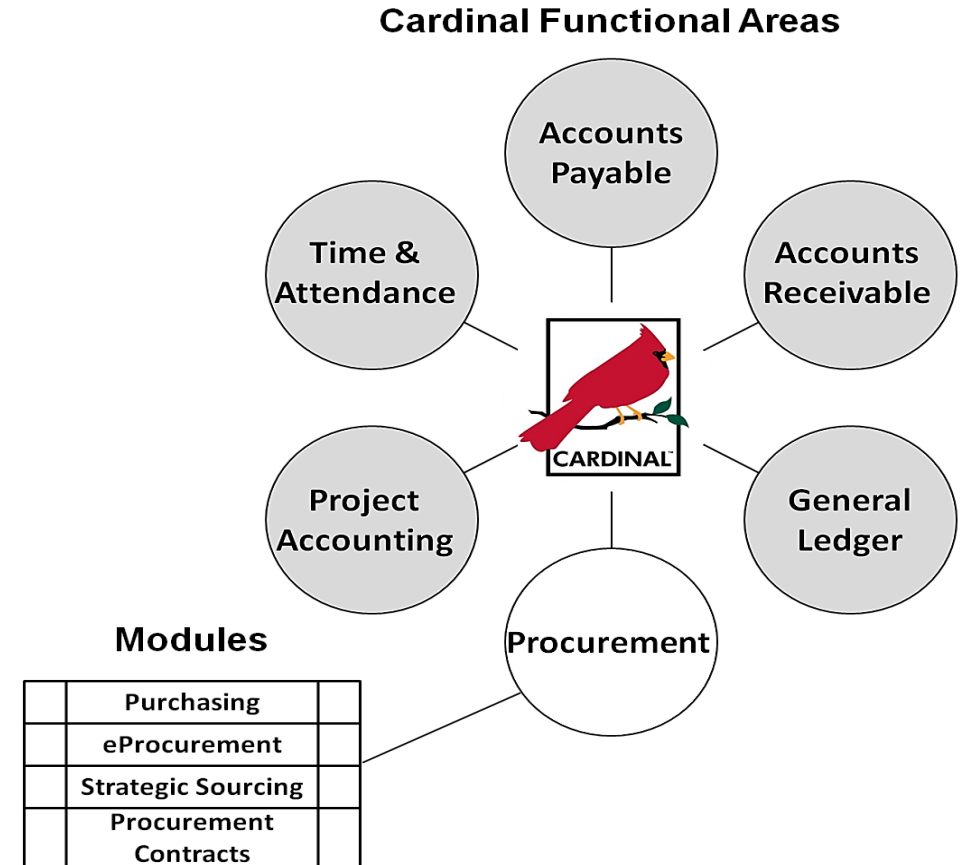
Like Purchasing, the eProcurement module provides for Procurement but is web-based. It is similar to an online shopping cart experience for users requesting goods and/or services.

Strategic Sourcing

The Strategic Sourcing module allows users to create and award bids/proposals to purchase orders or contracts.

Procurement Contracts

The Procurement Contracts module builds, manages, and archives all Cardinal contract related information.





Key Concepts

Key concepts in Procurement include:

- Procurement is the purchasing of goods and/or services for agencies across the Commonwealth.
- Cardinal provides a variety of procurement functions such as requisitions, purchase orders (PO), strategic sourcing, procurement contracts, PCards, ISSP Cards, and receiving that enable Cardinal to meet agencies' diverse procurement requirements.
- Requisitions are used to identify requested good(s) and/or service(s). POs are used to order the good(s) and/or service(s) from a supplier.
- An assortment of tools are available in Cardinal to help manage the procurement process:
 - Version controls that allow tracking modifications to contracts
 - Automated notices of upcoming contract expirations, renewals, dollar thresholds
 - Workflow that routes requisitions and POs for approval
- eVA is the source of all Procurement suppliers in Cardinal which are available statewide to all agencies statewide. Fiscal suppliers (who receive refunds or other non-supplier payments) are managed by the Commonwealth's Vendor Group (CVG).



Lesson 1: Checkpoint

Now is your opportunity to check your understanding of the course material.

Read the question on the next slide(s), select answer(s) and click **Submit** to see if you chose the correct response.



Procurement is also known as _____.

- ☐ Purchasing
- ☐ Contract Analysis
- ☐ Journal Entry
- ☐ Vouchering

eVA is the source of all fiscal and procurement suppliers in Cardinal.

- ☐ True
- ☐ False



Lesson 1: Summary

1

Introduction to Procurement

In this lesson, you learned:

- Procurement Overview
- Key Procurement Concepts



Lesson 2: Introduction

2

Procurement Processes

This lesson covers the following topics:

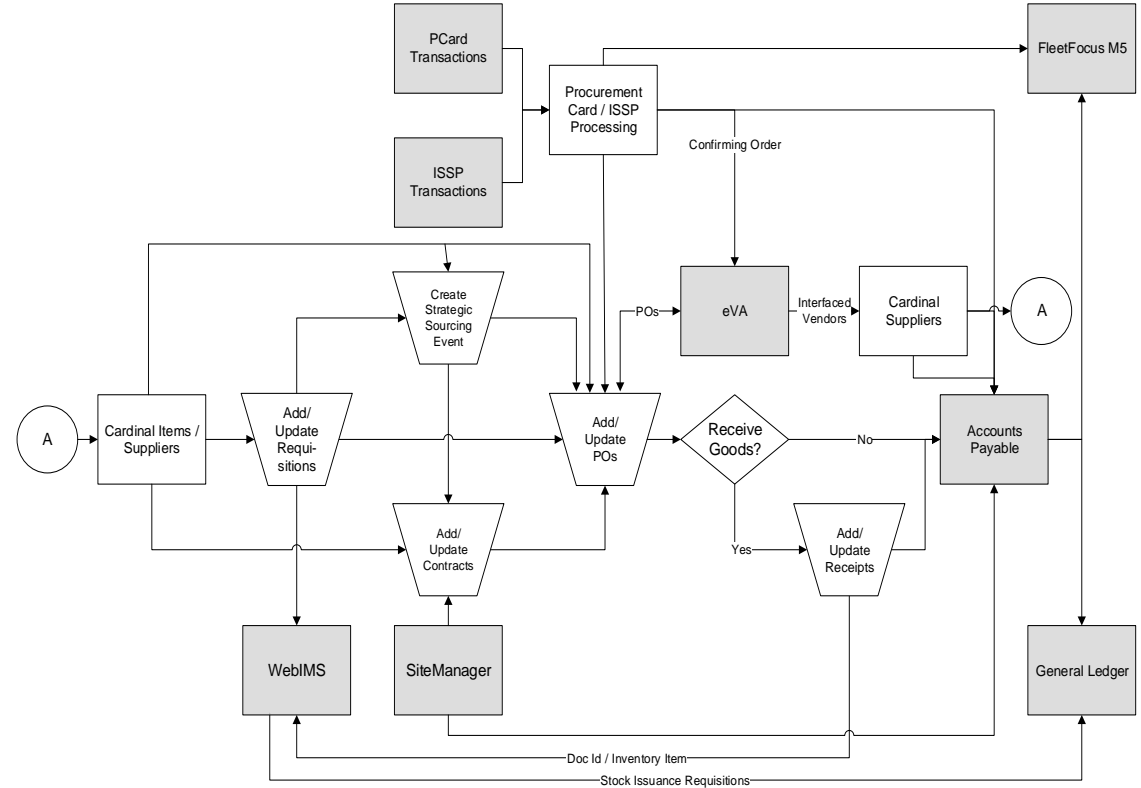
- Procurement Overview
- eProcurement Process
- Purchasing Process
- Strategic Sourcing Process
- Procurement Contracts Process



Procurement Overview

There are seven key processes in procurement:

- Add/Update Requisitions
- Create Strategic Sourcing Events
- Add/Update Contracts
- Add/Update Purchase Orders
- Add/Update Receipts
- Procurement Card Processing
- Integrated Supply Services Program (ISSP) Processing



Click image to enlarge

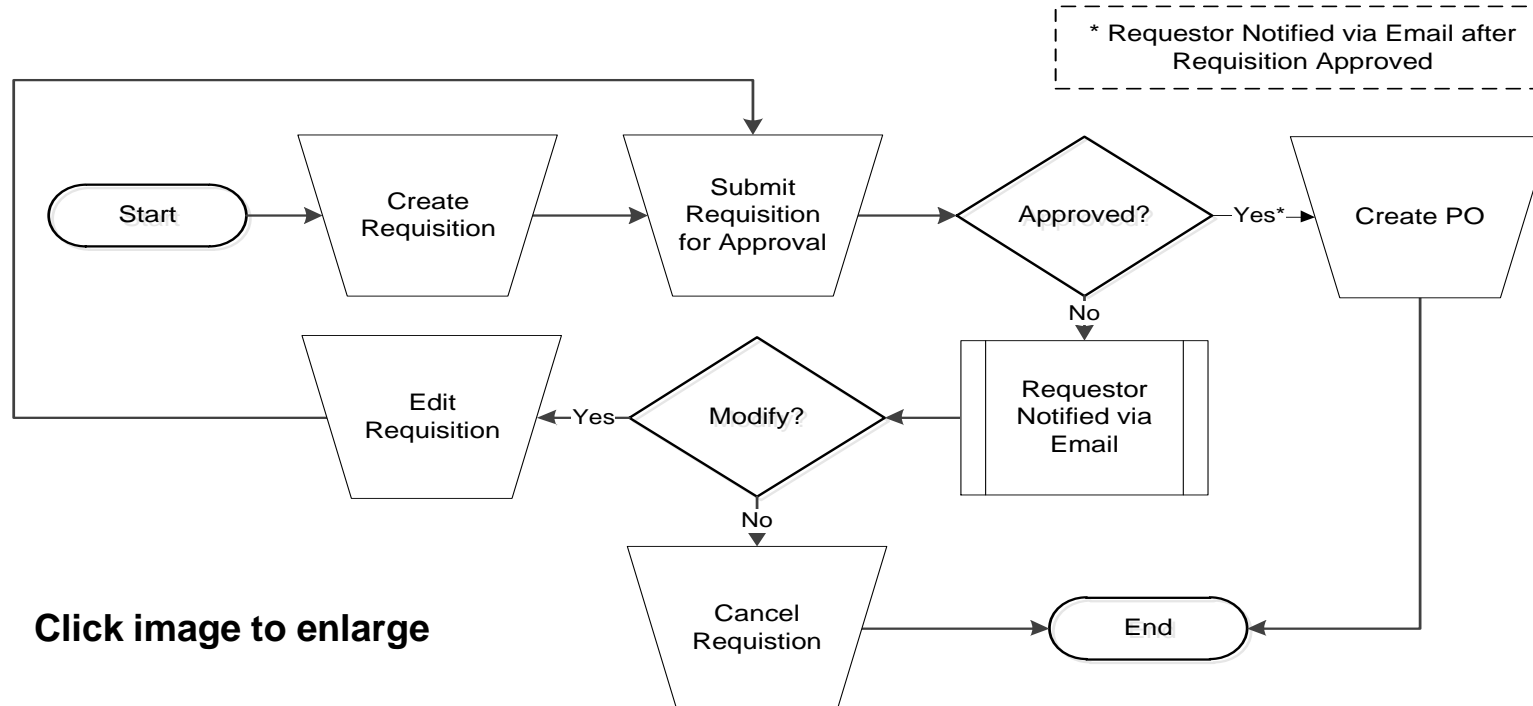


eProcurement Process

The **eProcurement** module provides step by step, structured, web-based Procurement for acquiring goods and/or services, similar to an online shopping cart experience.

Key processes include:

- Create Requisition
- Submit Requisition for Approval
- Create Purchase Order (PO)





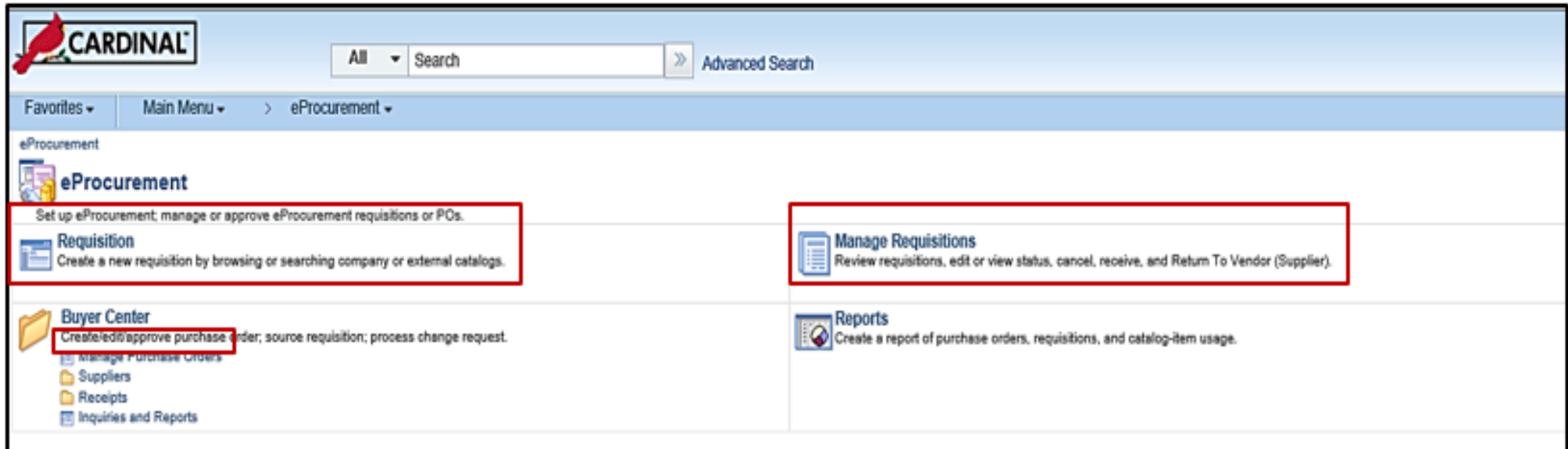
eProcurement Process (continued)

The **eProcurement** page in Cardinal allows access to the major functions in eProcurement:

- Create Requisition
- Manage Requisitions
- Manage Purchase Orders

You can navigate to this page using the following path:

Main Menu > eProcurement





eProcurement Process (continued)

The requisition process in the eProcurement module is a structured step by step process for the data entry and approval processes. Data must be entered in a specific order..

Navigate to the **eProcurement Create Requisition** page using the following path:

Main Menu > eProcurement > Create Requisition

The key processes in Purchasing and eProcurement are virtually the same, but the data entry structure is different.



Click image to enlarge

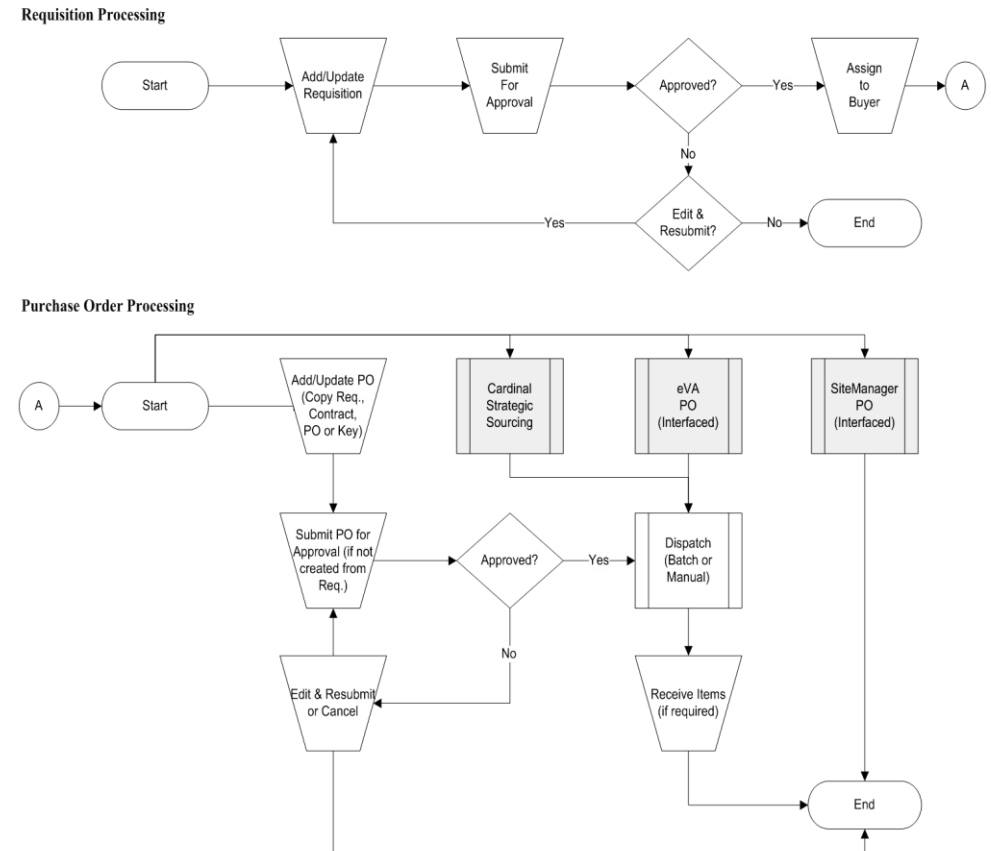


Purchasing Process

The Purchasing module manages the processes associated with the procurement of goods and services.

Key processes include:

- Create Requisition
- Submit Requisition for Approval
- Create Purchase Order
- Submit Purchase Order for Approval (If not created from an approved requisition)
- Dispatch Purchase Order
- Receive items



Click image to enlarge



Purchasing Process (continued)

The **Purchasing** page allows access to the major functions in Purchasing, such as:

- Requisitions
- Purchase Orders
- Receipts
- Procurement Cards

Navigate to this page using the following path:

Main Menu > Purchasing

CARDINAL Home Worklist

All Search Advanced Search

Favorites Main Menu > Purchasing

Purchasing

Purchasing
Manage requisitions, purchase orders, receipts, GPO contracts, and related data.

Requisitions Create, maintain, reconcile or review requisitions information. Add/Update Requisitions Requester's Workbench Manage Requisition Approvals 2 More...	Purchase Orders Add, maintain, and dispatch purchase orders. Add/Update Express POs Add/Update POs Dispatch POs 4 More...	Receipts Enter and load receiving data, generate accruals, review and report on receipts. Add/Update Receipts Inspect Receipts Maintain Delivery Information 4 More...
Procurement Cards Set up card data; load, reconcile, or report on procurement card transactions. Review Bank Statement Reconcile Process Statements 3 More...		

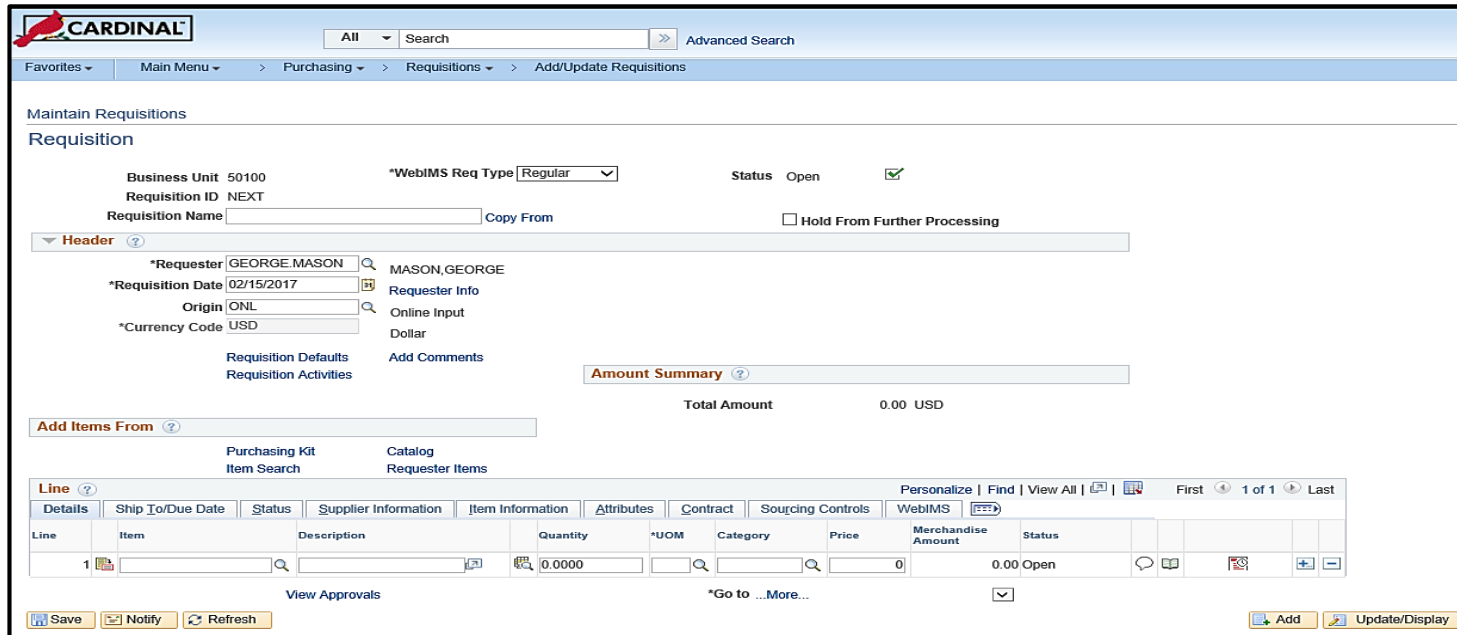
Purchasing Process: Create Requisition

The Purchasing module is more free-form and does not require data entry on the requisition in any specific order.

A requisition must be used with the Web Inventory Management System (WebIMS). It records work in progress (WIP) stock, stock issuance, external sales, and restock.

Navigate to the **Maintain Requisitions** page using the following path:

Main Menu > Purchasing > Requisitions > Add/Update Requisitions



CARDINAL All Search Advanced Search

Favorites Main Menu > Purchasing > Requisitions > Add/Update Requisitions

Maintain Requisitions

Requisition

Business Unit 50100 *WebIMS Req Type Regular Status Open ☒

Requisition ID NEXT

Requisition Name Copy From ☐ Hold From Further Processing

Header ?

*Requester GEORGE MASON MASON, GEORGE

*Requisition Date 02/15/2017 Requisition Info

Origin ONL Online Input

*Currency Code USD Dollar

Requisition Defaults Add Comments

Requisition Activities

Amount Summary ?

Total Amount 0.00 USD

Add Items From ?

Purchasing Kit Catalog

Item Search Requester Items

Line ?

Details Ship To/Due Date Status Supplier Information Item Information Attributes Contract Sourcing Controls WebIMS ☒

Line Item Description Quantity *UOM Category Price Merchandise Amount Status

1 0.0000 0 0.00 Open

View Approvals *Go to ...More... ☒

Save Notify Refresh Add Update/Display

Click image to enlarge



Purchasing Process: Create Requisition (continued)

The **Requisition Header** section includes **Requester**, **Requisition Date**, **Origin**, **Comments**, etc. Several of these fields default.

The **Requisition** requires information about the item/category, quantity, unit of measure (UOM), price, and the accounting distribution for the items. The accounting distribution contains Chart of Accounts fields, called ChartFields, that classify the financial transaction.

The **Requisition Lines** section contains tabs that provide for more details on the item requested, such as **Ship To/Due Date**, **Status**, **Supplier Information**, **Item Information**, **Attributes**, **Contract**, **Sourcing Controls**, and **WebIMS** information (if relevant to the requisition).

The screenshot displays the Cardinal purchasing system interface. The top navigation bar includes 'All', 'Search', and 'Advanced Search'. The breadcrumb trail shows 'Purchasing > Requisitions > Add/Update Requisitions'. The 'Maintain Requisitions' section is highlighted with a red box. Below it, the 'Requisition' section shows fields for Business Unit (50100), Requisition ID (NEXT), and Requisition Name. The 'WebIMS Req Type' is set to 'Regular', and the Status is 'Open'. The 'Header' section is highlighted with a red box and contains fields for *Requester (GEORGE.MASON), *Requisition Date (02/15/2017), Origin (ONL), and *Currency Code (USD). The 'Amount Summary' shows a Total Amount of 1,415.00 USD. The 'Add Items From' section is also highlighted with a red box. The 'Requisition Lines' section is highlighted with a red box and contains a table with columns: Line, Item, Description, Quantity, *UOM, Category, Price, Merchandise Amount, and Status. The table shows one line item: Line 1, Item 7507766148, Description SAND SAND, GRADE B, Quantity 100.0000, *UOM LTN, Category 7507766, Price 14.15000, Merchandise Amount 1,415.00, and Status Open. The bottom of the interface includes buttons for Save, Notify, Refresh, Add, and Update/Display.

Click image to enlarge



Purchasing Process: Create Requisition (continued)

The **Document Status** page shows the status of an existing requisition. It also identifies the contract, purchase orders, receivers, vouchers, and payments associated with the requisition.

This page may be accessed two different ways:

For an existing requisition, click on the **Document Status** link on the **Requisition** page or navigate using the following path:

Main Menu > Purchasing > Requisition > Review Requisition Information > Document Status

For more detailed information about creating requisitions, see the course entitled **501 PR342: Processing Requisitions** located on the Cardinal website in **Course Materials** under **Training**.

Document Status

Business Unit 50100

Document Date 09/17/2012

Currency USD

Requester Dolatowski, Robin A. (VDOT)

Req ID 0002030133

Status Approved

Document Type Requisition

Merchandise Amt 285,778.00

Requisitions

Inventory

Sourcing Events

Procurement Contracts(1)

Purchase Orders(1)

Service Work Orders

Receipts(17)

Returns

Vouchers(17)

Payments(17)

Show All

Associated Document

Personalize | Find | View All | 1-4 of 53 | First | Last

Actions	SetID	Business Unit	Document Type	DOC ID	Status	Document Date	Supplier ID	Location	
▼ Actions	STATE		Contract	0000000000000000000040239	Approved	03/16/2012	0000053072		
▼ Actions		50100	Purchase Order	0001041513	Dispatched	09/18/2012	0000053072	MAIN	
▼ Actions		50100	Receipt	0001577823	Closed	11/28/2012	0000053072	MAIN	
▼ Actions		50100	Receipt	0001581739	Closed	12/14/2012	0000053072	MAIN	

Return to Search

Click image to enlarge



Purchasing Process: Create Purchase Order

Purchase Orders (Pos) can be created in the Purchasing Module (POs). Access the **Maintain Purchase Order** page by using the following navigation path:

Main Menu > Purchasing > Purchase Orders > Add/Update POs

The PO header contains information applicable to all items on the PO, such as **PO ID**, **Supplier**, **PO Status**, **PO Date**, **Buyer**, and total PO value.

The **PO Lines** include information about the good or service ordered, such as a **Description**, **UOM** (Unit of Measure), **PO Quantity**, **Price**, and **Ship To** location. PO lines can be set to receive items by quantity or amount only.

The **PO Distribution** includes accounting distribution information for each PO line. One PO line can have multiple accounting distribution lines.

Header

*PO Date: 01/18/2017
*Supplier: LL CARTER -003
*Supplier ID: 0000033093
*Buyer: GEORGE MASON
PO Reference:
Web IMS?: ☐
PO Status: Dispatched
PO ID: 0001143554
Copy From:
Hold From Further Processing: ☐
Backorder Status: Not Backordered
Receipt Status: Not Recvd
*Dispatch Method: Print
eVA PO Type: R01
*eVA Order Method: PRNT
eVA Interfaced: NSEV
eVA Dttm:
Amount Summary:
Merchandise: 15.00
Freight/Tax/Misc.: 0.00
Total Amount: 15.00 USD
Calculate
Add Items From:
Select Lines To Display:
Search for Lines:
Line:
To:
Retrieve
Lines:
Details | Ship To/Due Date | Statuses | Item Information | Attributes | RFQ | Contract | Receiving |
Line | Item | Description | PO Qty | UOM | Category | Price | Merchandise Amount | Status |
1 | 0051417548 | CLOTHS, ABRASIVE, EMERY, 9 IN X 11 IN. SHEETS COARSE, 50 SHEETS/PKG | 1.0000 | EA | 0051417 | 15.00000 | 15.00 | Approved |
View Approvals
Close Short All Lines
*Go to: ... More ...
Save | Return to Search | Previous in List | Next in List | Notify | Refresh | Add | Update/Display

Click image to enlarge



Purchasing Process: Create Purchase Order (continued)

For more detailed information about creating purchase orders, see the course entitled **501 PR344 Processing Purchase Orders** located on the Cardinal website in **Course Materials** under **Training**.

Cardinal All Search Advanced Search Last Search Results

Favorites Main Menu Purchasing Purchase Orders Add/Update POs

Maintain Purchase Order
Purchase Order

Business Unit 50100 PO ID 0001143554 PO Status Dispatched

Copy From Hold From Further Processing

Header

*PO Date 01/18/2017 Supplier Search
*Supplier LL CARTER -003 Supplier Details
*Supplier ID 0000033093 LL Carter & Son Inc
*Buyer GEORGE MASON MASON, GEORGE
PO Reference
Web IMS?: ☐

Backorder Status Not Backordered Create BackOrder
Receipt Status Not Recvd
*Dispatch Method Print Dispatch
eVA PO Type R01 Routine Bill Vendor
*eVA Order Method PRNT
eVA Interfaced NSEV
eVA Dttm

Amount Summary

Merchandise	15.00	
Freight/Tax/Misc.	0.00	
Total Amount	15.00	USD

Calculate

Add Items From Catalog Purchasing Kit Item Search
Select Lines To Display Search for Lines Line To Retrieve

Lines

Line	Item	Description	PO Qty	*UOM	Category	Price	Merchandise Amount	Status
1	0051417548	CLOTHS, ABRASIVE, EMERY, 9 IN. X 11 IN. SHEETS COARSE, 50 SHEETS/PKG	1.0000	EA	0051417	15.00000	15.00	Approved

View Approvals Close Short All Lines *Go to More...

Save Return to Search Previous in List Next in List Notify Refresh Add Update/Display

Click image to enlarge



Purchasing Process: Create Purchase Order (continued)

The **WebIMS** checkbox indicates whether the PO is a WebIMS restock purchase order.

For more detailed information about WebIMS - see the course entitled **501 PR344 Processing Purchase Orders** located on the Cardinal website in **Course Materials** under **Training**.

The screenshot shows the 'Maintain Purchase Order' screen in the Cardinal system. The interface includes a top navigation bar with 'Favorites', 'Main Menu', and a breadcrumb trail: 'Purchasing > Purchase Orders > Add/Update POs'. The main section is titled 'Purchase Order' and displays key information: Business Unit 50100, PO ID 0001143554, and a 'Copy From' dropdown. A 'Web IMS?' checkbox is highlighted with a red box. The 'Header' section contains fields for PO Date (01/18/2017), Supplier (LL CARTER -003), Supplier ID (0000033093), and Buyer (GEORGE.MASON). It also shows 'Backorder Status' (Not Backordered), 'Receipt Status' (Not Recvd), and 'Dispatch Method' (Print). An 'Amount Summary' table shows Merchandise at 15.00, Freight/Tax/Misc. at 0.00, and a Total Amount of 15.00 USD. The 'Lines' section at the bottom displays a table with one line item: Line 1, Item 0051417548, Description 'CLOTHS, ABRASIVE, EMERY, 9 IN. X 11 IN. SHEETS COARSE, 50 SHEETS/PKG', PO Qty 1.0000 EA, Category 0051417, Price 15.00000, and Merchandise Amount 15.00. The status is 'Approved'. Navigation buttons like 'Save', 'Return to Search', and 'Previous in List' are at the bottom.

Cardinal All Search Advanced Search Last Search Results

Favorites Main Menu Purchasing Purchase Orders Add/Update POs

Maintain Purchase Order

Purchase Order

Business Unit 50100 PO ID 0001143554 Copy From [v] PO Status Dispatched [A] [X] [] Hold From Further Processing

Header [?]

*PO Date 01/18/2017 [v] Supplier Search Supplier Details

*Supplier LL CARTER -003 LL Carter & Son Inc

*Supplier ID 0000033093 MASON, GEORGE

*Buyer GEORGE.MASON [v]

PO Reference [v]

Web IMS?: []

Header Details Activity Summary
PO Defaults Add Comments
PO Activities Add ShipTo Comments
Requisitions Document Status
Actions

Backorder Status Not Backordered Create BackOrder

Receipt Status Not Recvd

*Dispatch Method Print [v] Dispatch

eVA PO Type R01 [v] Routine Bill Vendor

*eVA Order Method PRNT [v]

eVA Interfaced NSEV [v]

eVA Dttm

Amount Summary [?]

Merchandise	15.00	Calculate
Freight/Tax/Misc.	0.00	
Total Amount	15.00 USD	

Add Items From [?]

Catalog Item Search

Select Lines To Display [?]

Search for Lines Line [v] To [v] Retrieve

Lines [?]

Personalize Find View All [v] [v] First 1 of 1 Last

Details	Ship To/Due Date	Statuses	Item Information	Attributes	RFQ	Contract	Receiving	FFT			
Line	Item	Description	PO Qty	*UOM	Category	Price	Merchandise Amount	Status			
1	0051417548	CLOTHS, ABRASIVE, EMERY, 9 IN. X 11 IN. SHEETS COARSE, 50 SHEETS/PKG	1.0000	EA	0051417	15.00000	15.00	Approved			

View Approvals Close Short All Lines *Go to ... More ...

Save Return to Search Previous in List Next in List Notify Refresh Add Update/Display

Click image to enlarge



Purchasing Process: Receive Items

Receiving can be done by quantity or amount, depending on how the PO line is set up. Click the **Select Purchase Order** hyperlink to identify the PO to be received against.

The **Header Details** indicate the date and time that the material was physically received physically received, the shipping information, the carrier that was used, and match options.

The **Receipt Lines** provide receiving details, such as the quantity received, the quantity of items accepted/rejected, the date due, etc.



Purchasing Process: Receive Items

You can navigate to the **Maintain Receipts** page using the following path:

Main Menu > Purchasing > Receipts > Add/Update Receipts

For more detailed information about receiving items, see the course entitled **501 PR346: Managing Receiving** located on the Cardinal website in **Course Materials** under **Training**.

Cardinal

All Search Advanced Search

Favorites Main Menu > Purchasing > Receipts > Add/Update Receipts

Maintain Receipts

Receiving

Business Unit 50100 Receipt Status Open X

Receipt ID NEXT Add Header Comments Activities

Header Details

Header

Supplier ID 0000033093 *Ship To Location CNTRL OFF3

Supplier Location MAIN

☒ PO Receipt

Select Purchase Order Close Short All Lines Run PO Receipt Accrual

Receipt Lines Personalize Find View All First 1 of 1 Last

Line	Item	Description	Receipt Qty	*Recv UOM	Receipt Price	Accept Qty	Status	Close Short	Serial	Device Track	Stock UOM
1	7503532020	STONE NO. 1, STONE	130.0000	LTN	24.99000	130.0000	Open	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	LTN

☐ Interface Receipt ☒ Run Close Short

Save Notify Refresh Add Update/Display

Click image to enlarge



Purchasing Process: PCard/ISSP

A Procurement Card (PCard) is an agency issued credit card from a bank (card issuer) which is primarily used for payment and small purchases. Its use streamlines procedures for procuring and paying for small dollar goods and services. For more detailed information see Department of Accounts' (DOA) CAPP Manual - Cardinal topic 20355.

Integrated Supply Services Program (ISSP) is a VDOT process used for managing the purchase of vehicle repair parts and shop items. Its process is very similar to that used by the PCard.

The **Reconcile Statement** page is used to view, update, reconcile, and approve PCard and ISSP transactions loaded from the previous business day. Reconcilers set transaction charges from **Staged** to **Verified**. Approvers receive notification to approve these charges. Approvers change the status from **Verified** to **Approved**. Also on the **Reconcile Statement** page is the **Validate Budget** button which checks for a valid accounting distribution. It does not check for available funds.

Navigate to the **Reconcile Statement** page using the following path:

Main Menu > Purchasing > Procurement Cards > Reconcile > Reconcile Statement

For more detailed information about reconciling statements, see the course entitled **501 PR349: Managing PCard & ISSP Transactions** located on the Cardinal website in **Course Materials** under **Training**



Purchasing Process: PCard/ISSP (continued)

Reconcile Statement

Procurement Card Transactions

☐ Run Budget Validation on Save

1 to 343 of 343

Bank Statement

Personalize | Find | View 9 |

First 1-100 of 343 Last

Transaction | Billing |

	Employee Name	Card Issuer	Card Number	Trans Date	*Status	Merchant	Transaction Amount	Curren
16	<input checked="" type="checkbox"/> BENNETT-STUMP,MECHELLE L	BAVI2	*****6345	08/04/2016	Staged	AMERICAN FUNDING SOLUTION	3,092.00 US	
17	<input type="checkbox"/> BENNETT-STUMP,MECHELLE L	BAVI2	*****6345	08/04/2016	Staged	AMERICAN FUNDING SOLUTION	4,900.00 US	
18	<input type="checkbox"/> BLANKENSHIP,TERESA G	BAVI0	*****6667	07/29/2016	Staged	WYTHEVILLE OFFICE SUPP	187.21 US	
19	<input type="checkbox"/> BLANKENSHIP,TERESA L	BAVI0	*****9626	07/15/2016	Staged	CANON SOLUTIONS AMERIC	-3,728.28 US	
20	<input type="checkbox"/> BLANKENSHIP,TERESA L	BAVI0	*****9626	07/25/2016	Staged	RICHMOND COMMERCIAL SERVI	-0.30 US	
21	<input type="checkbox"/> BLANKENSHIP,TERESA L	BAVI0	*****9626	06/15/2016	Staged	RICHMOND COMMERCIAL SERVI	0.30 US	
22	<input type="checkbox"/> BLANKENSHIP,TERESA L	BAVI0	*****9626	07/08/2016	Staged	THE SUPPLY ROOM AOPD	5.99 US	
23	<input type="checkbox"/> BLANKENSHIP,TERESA L	BAVI0	*****9626	07/08/2016	Staged	VA DEPT OF CORRECTIONAL E	11.65 US	
24	<input type="checkbox"/> BLANKENSHIP,TERESA L	BAVI0	*****9626	06/28/2016	Staged	AAM SUPPLY, LLC	20.70 US	
25	<input type="checkbox"/> BLANKENSHIP,TERESA L	BAVI0	*****9626	06/30/2016	Staged	THE SUPPLY ROOM AOPD	30.36 US	
26	<input type="checkbox"/> BLANKENSHIP,TERESA L	BAVI0	*****9626	07/08/2016	Staged	VA DEPT OF CORRECTIONAL E	36.00 US	
27	<input type="checkbox"/> BLANKENSHIP,TERESA L	BAVI0	*****9626	06/29/2016	Staged	N *INKMART OF NOVA	39.99 US	
28	<input type="checkbox"/> BLANKENSHIP,TERESA L	BAVI0	*****9626	06/15/2016	Staged	NIGP	40.00 US	
29	<input type="checkbox"/> BLANKENSHIP,TERESA L	BAVI0	*****9626	07/07/2016	Staged	GUERNSEY OFFICE PRODUCTS	42.70 US	
30	<input type="checkbox"/> BLANKENSHIP,TERESA L	BAVI0	*****9626	06/28/2016	Staged	UPS	48.00 US	

☒ Select All ☐ Clear All

Stage Verify Validate Budget



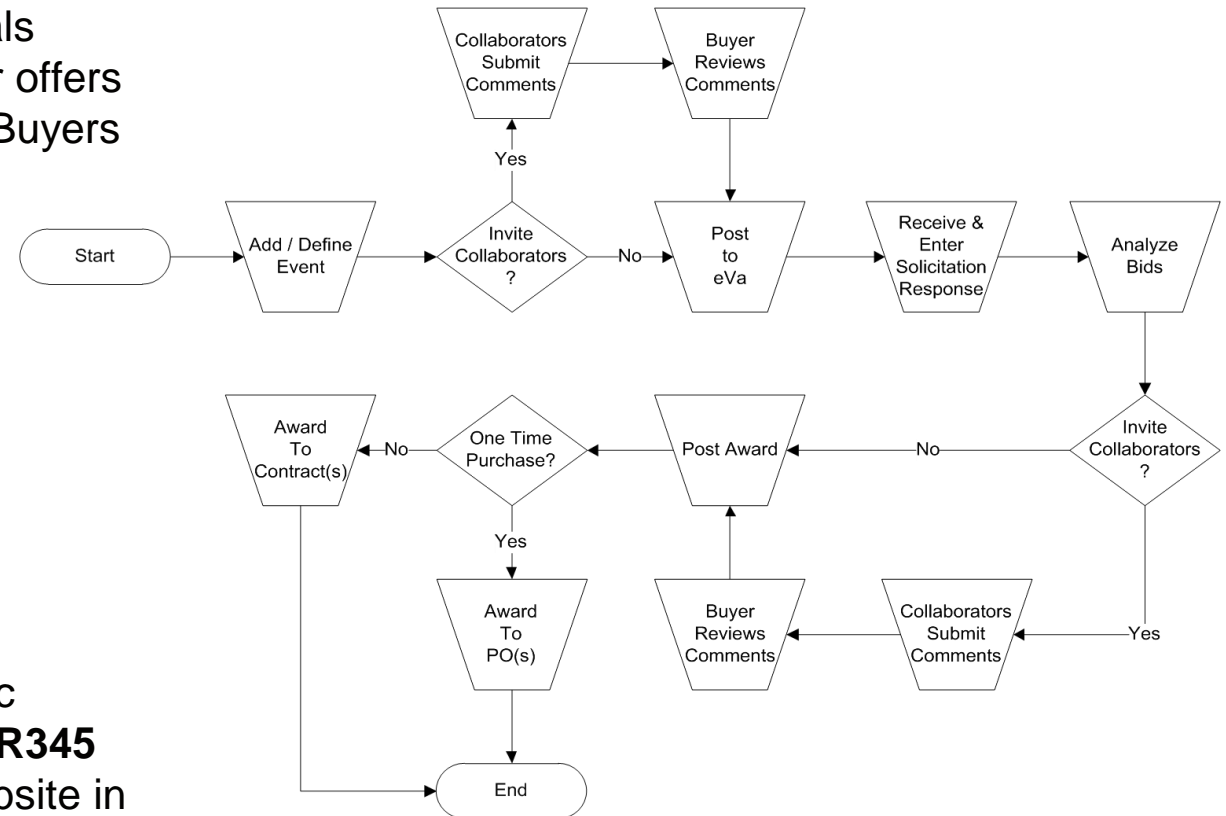
Strategic Sourcing Process

The **Strategic Sourcing** module allows users to create and award bids/proposals for purchase orders or contracts. Strategic Sourcing is used to create Invitations for Bid (IFB) or Requests for Proposals (RFP) that are sent to suppliers to obtain bids or offers on goods or services. This module also allows Buyers to add bid and weighting factors.

Key processes include:

- Add/Define Event
- Collaboration
- Receive and Enter Solicitation Response
- Analyze Bids
- Post Award(s)
- Award to Contract(s) or Purchase Order(s)

For more detailed information about the strategic sourcing process, see the course entitled **501 PR345 Strategic Sourcing** located on the Cardinal website in **Course Materials** under **Training**.



Click image to enlarge

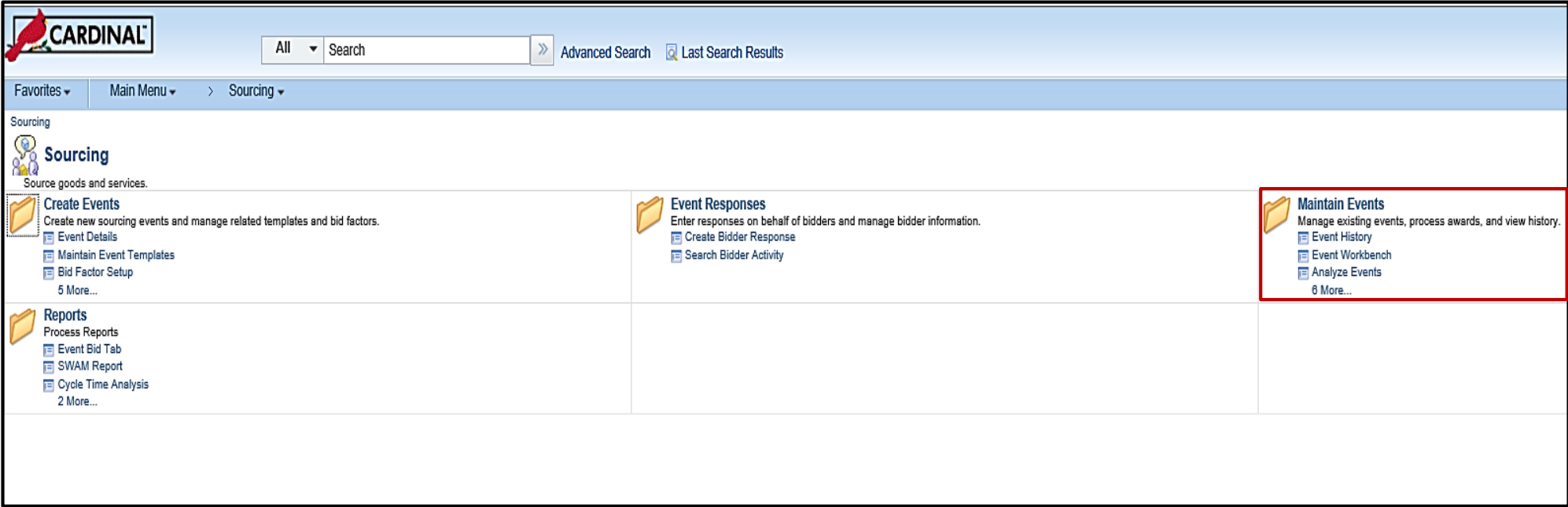


Strategic Sourcing Process (continued)

The **Sourcing** page allows access to the major functions in Strategic Sourcing, such as the **Event Workbench**, **Event History**, **Analyze Events**, and **Award Events** for goods and services to purchase orders or contracts.

Navigate to this page using the following path:

Main Menu > Sourcing





Strategic Sourcing Process (continued)

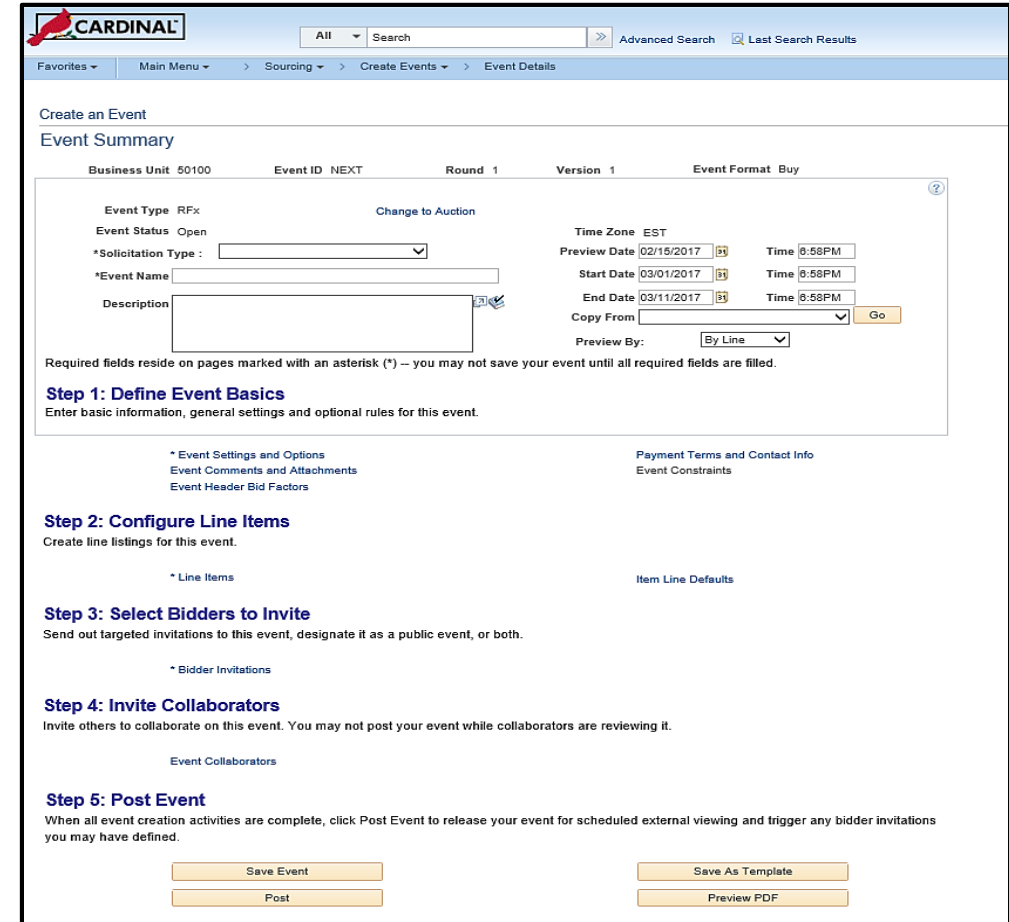
Strategic Sourcing allows a Buyer to create and award bids/proposals for purchase orders and contracts. The Buyer is able to make bid awards by grand total, by line(s), or by group (lot). An event can be structured so specific award features are available for selection when analyzing the bid results.

Navigate to the **Strategic Sourcing Create an Event** page using the following path:

Main Menu > Sourcing > Create Events > Event Details

The **Create an Event** page is the starting point. Using several pages, enter details for the event, such as bid factors, open and close dates, requisition information, line items bidders can bid on, specifications, attachments, etc.

For a detailed listing of the file extensions that are allowed as attachments in Cardinal, see the appendix section of this course.



CARDINAL All Search Advanced Search Last Search Results

Favorites Main Menu Sourcing Create Events Event Details

Create an Event
Event Summary

Business Unit 50100 Event ID NEXT Round 1 Version 1 Event Format Buy

Event Type RFx Change to Auction
Event Status Open
*Solicitation Type :
*Event Name
Description
Time Zone EST
Preview Date 02/15/2017 8:58PM
Start Date 03/01/2017 8:58PM
End Date 03/11/2017 8:58PM
Copy From
Preview By: By Line Go

Required fields reside on pages marked with an asterisk (*) – you may not save your event until all required fields are filled.

Step 1: Define Event Basics
Enter basic information, general settings and optional rules for this event.

* Event Settings and Options
Event Comments and Attachments
Event Header Bid Factors
Payment Terms and Contact Info
Event Constraints

Step 2: Configure Line Items
Create line listings for this event.

* Line Items
Item Line Defaults

Step 3: Select Bidders to Invite
Send out targeted invitations to this event, designate it as a public event, or both.

* Bidder Invitations

Step 4: Invite Collaborators
Invite others to collaborate on this event. You may not post your event while collaborators are reviewing it.

Event Collaborators

Step 5: Post Event
When all event creation activities are complete, click Post Event to release your event for scheduled external viewing and trigger any bidder invitations you may have defined.

Save Event Post Save As Template Preview PDF

Click image to enlarge

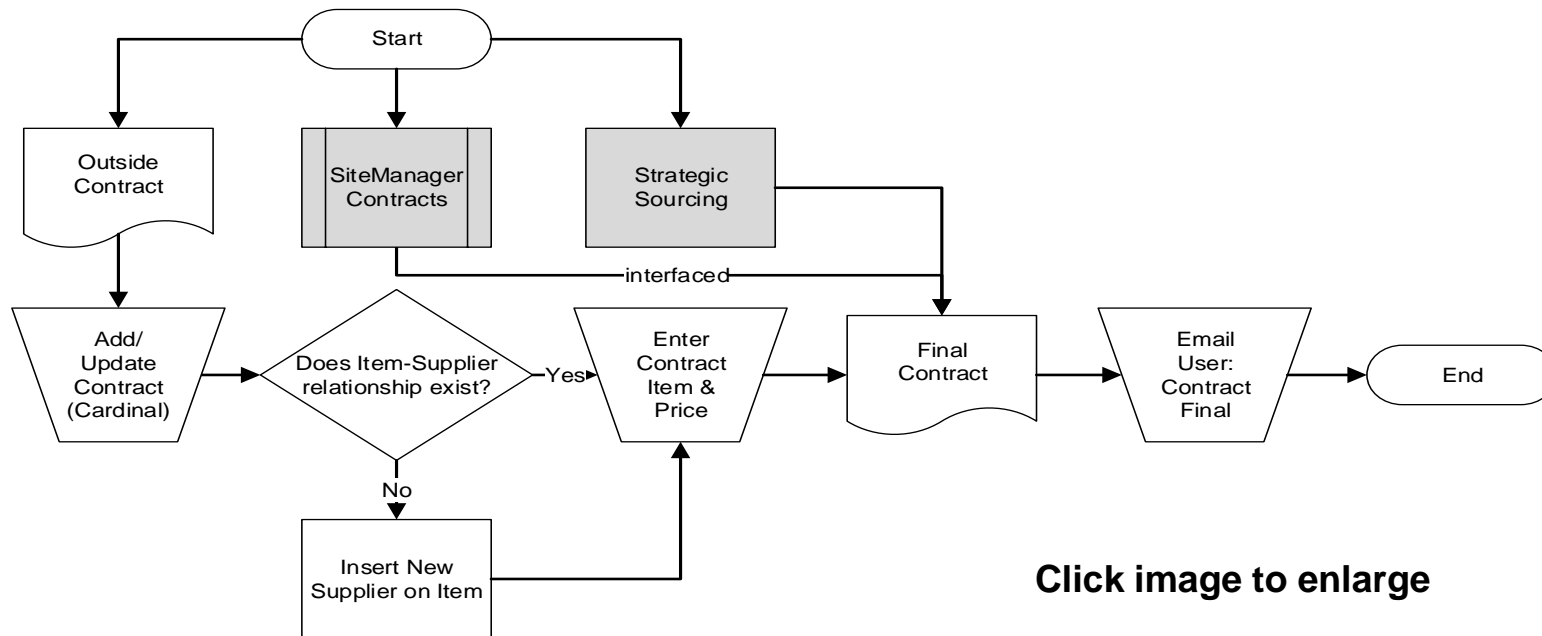


Procurement Contracts Process

The **Procurement Contracts** module manages the processes used to create and maintain agreements with suppliers to purchase goods and/or services. A Procurement Contract is an agreement between an agency and a supplier to formalize a price for a particular item or service and may also be set for a period of time.

Key processes include:

- Creating a Contract - enter the supplier pricing information into the Contracts module.
- Maintaining a Contract - includes contract versioning, modifications, contract price adjustments, and other changes.



Click image to enlarge



Procurement Contracts Process (continued)

The **Procurement Contracts** page allows access to the major functions with Procurement Contracts, such as create, maintain, and report on supplier contracts.

Navigate to this page using the following path:

Main Menu > Procurement Contracts

All

Search

>>

Advanced Search

Last Search Results

Favorites

Main Menu

>

Procurement Contracts

Procurement Contracts

Procurement Contracts

Define, maintain, release, review and report on supplier contracts.

<div></div> <div>Add/Update Contracts</div> <div>Add or modify contract header, line, and release information.</div>	<div></div> <div>Dispatch Contracts</div> <div>Run processes to dispatch contracts to appropriate suppliers.</div>	<div><div></div><div>Review Contract Information</div><div>Run inquiries on contract details and activities.</div><div> Review Contracts by PO</div><div> Events</div><div> Document Status</div><div> Contract Change History</div></div>
<div><div></div><div>Reports</div><div>Generate reports for supplier contracts.</div><div> Contract Usage Details</div><div> Contract Executive Summary Rpt</div><div> Order Contracts</div><div>4 More...</div></div>		



Procurement Contracts Process (continued)

Using the **Add/Update Contracts** link, the **Contract** page is used to create, view, and update the contract.

You can perform the following:

- Add/Update **Contracts**
- Add/Update **PO Defaults**
- Add/Update **Line Details**
- Update **Status**

Contracts in Cardinal are **Purchase Order** type contracts and will have at least one purchase order related to it.

Navigate to the **Add/Update Contracts** page using the following path:

Main Menu > Procurement Contracts > Add/Update Contracts

Click image to enlarge



Procurement Contracts Process (continued)

The **Contract Reference** pop-up window is designed to capture required fields and additional data that do not appear on the **Contract** page.

The **Contract Reference** pop-up window captures the following information: **Contract Category**, **Estimated Contract Value**, **Responsible Organization**, **Supplemental Agreement Number**, **Supplemental Date**, and **Supplemental Amount**.

The **Contract Category** value identifies the type of contract and is used for reporting purposes.

For more detailed information about procurement contracts, see the course entitled **501 PR348 Entering Procurement Contracts** located on the Cardinal website in **Course Materials** under **Training**.

The screenshot shows a web form titled "Custom Contract Reference Page" with a "Help" link in the top right. The form contains several sections: "SetID:" with the value "STATE", "Contract ID:" with the value "NEXT", and "Contract Version:" with the value "1". Below these is a red-bordered box containing three sections: "Contract Information" with fields for "Contract Category:" (a dropdown menu showing "NON-PROFESSIONAL SERVICES"), "GL Business Unit:" (a text box with "50100" and a search icon), "Estimated Contract Value:" (a text box with "150000"), and "Responsible Org:" (a text box with "10000" and a search icon); "Supplement Agreement" with fields for "Supplement Number:" (a text box), "Supplement Date:" (a date picker showing "31"), and "Supplement Amount:" (a text box); and "Contract Renewal Options" with fields for "Renewal Date From:" (a date picker showing "31"), "Renewal Date To:" (a date picker showing "31"), "Original Number of Renewal Options:" (a text box), and "Current Renewal Period:" (a text box). At the bottom of the form are three buttons: "OK", "Cancel", and "Refresh".

[Click image to enlarge](#)



Lesson 2: Checkpoint

Now is your opportunity to check your understanding of the course material.

Read the question on the next slide(s), select answer(s) and click **Submit** to see if you chose the correct response.



Which module in the Procurement functional area would you use to source a contract?

- ☐ eProcurement
- ☐ Strategic Sourcing
- ☐ Purchasing
- ☐ All the above

The Purchasing process involves several key steps:

- ☐ Create a Requisition
- ☐ Create a Purchase Order
- ☐ Submit for Approval
- ☐ Dispatch Purchase Order
- ☐ Receive Items
- ☐ All of the Above



Lesson 2: Summary

2

Procurement Processes

In this lesson, you learned:

- Procurement Functional Area
- eProcurement Process
- Purchasing Process
- Strategic Sourcing Process
- Procurement Contracts Process



Lesson 3: Introduction

3

Procurement Integration and Interfaces

This lesson covers the following topics:

- Integration with Accounts Payable
- Integration with General Ledger
- Integration with Project Costing
- Interfaces

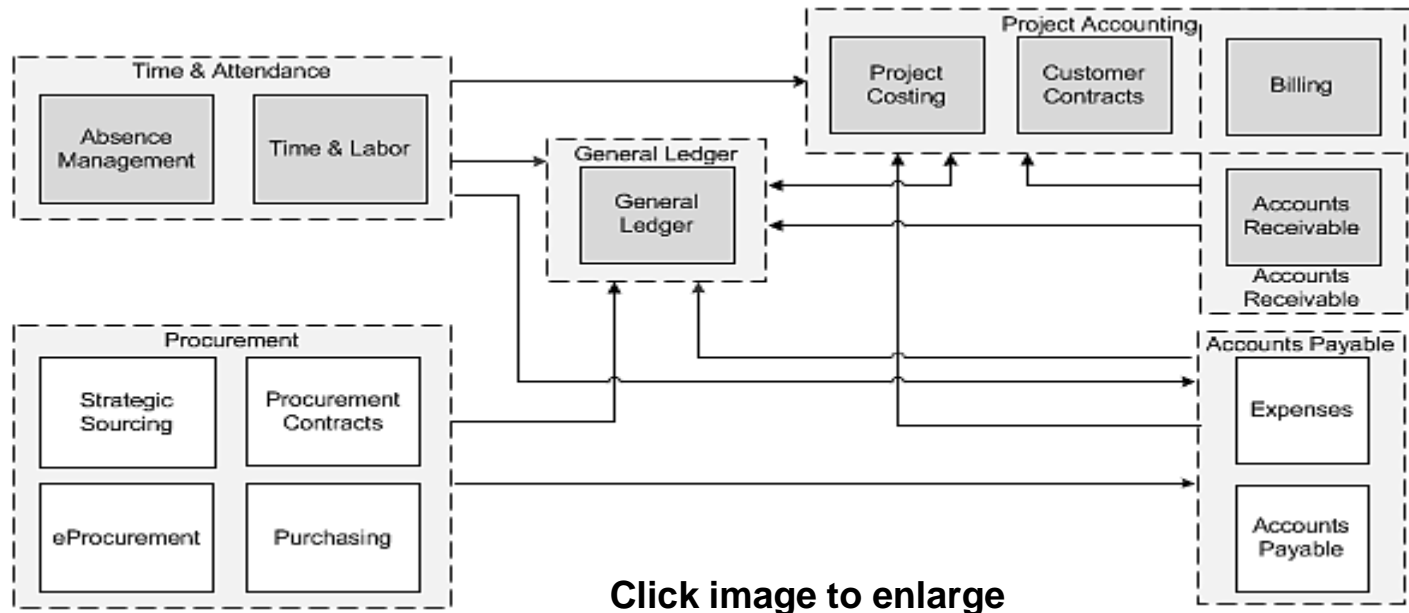


Integration with Accounts Payable

Procurement integrates with Accounts Payable (A/P) in several ways. The **Copy from a Source Document** functionality in Accounts Payable enables copying purchase order and/or receiver information onto a voucher.

The Procurement module also sends PCard and ISSP data to Accounts Payable daily.

- Accounts Payable uses PCard data to create a monthly PCard voucher for each District and Central Office Division.
- Accounts Payable uses the ISSP data to create vouchers daily for all approved transactions.





Integration with Accounts Payable: Matching

Matching, by comparing vouchers, purchase orders, and receiving documents, ensures that payment is made for what was ordered and received.

Two-way matching compares the voucher with the invoice. This applies to professional services and SiteManager contract types.

Three-way matching compares the purchase order, receipt, and invoice. This applies to all goods and services type contracts.

The **Document Status Inquiry** functionality enables inquiry and cross-referencing of related documents across the procure-to-pay business cycle.



Integration with Accounts Payable: Suppliers

All suppliers to include both procurement and fiscal suppliers, are entered and maintained in one centralized database that is managed by the Commonwealth Vendor Group (CVG).

Purchasing suppliers (suppliers on requisitions, purchase orders, and contracts) are loaded directly into Cardinal from eVA. Fiscal suppliers (non-purchasing suppliers or payees such as individuals or companies receiving refunds) are maintained by CVG in Cardinal. The database is used by the Accounts Payable and Procurement modules. Any changes made to a supplier will affect both functional areas.

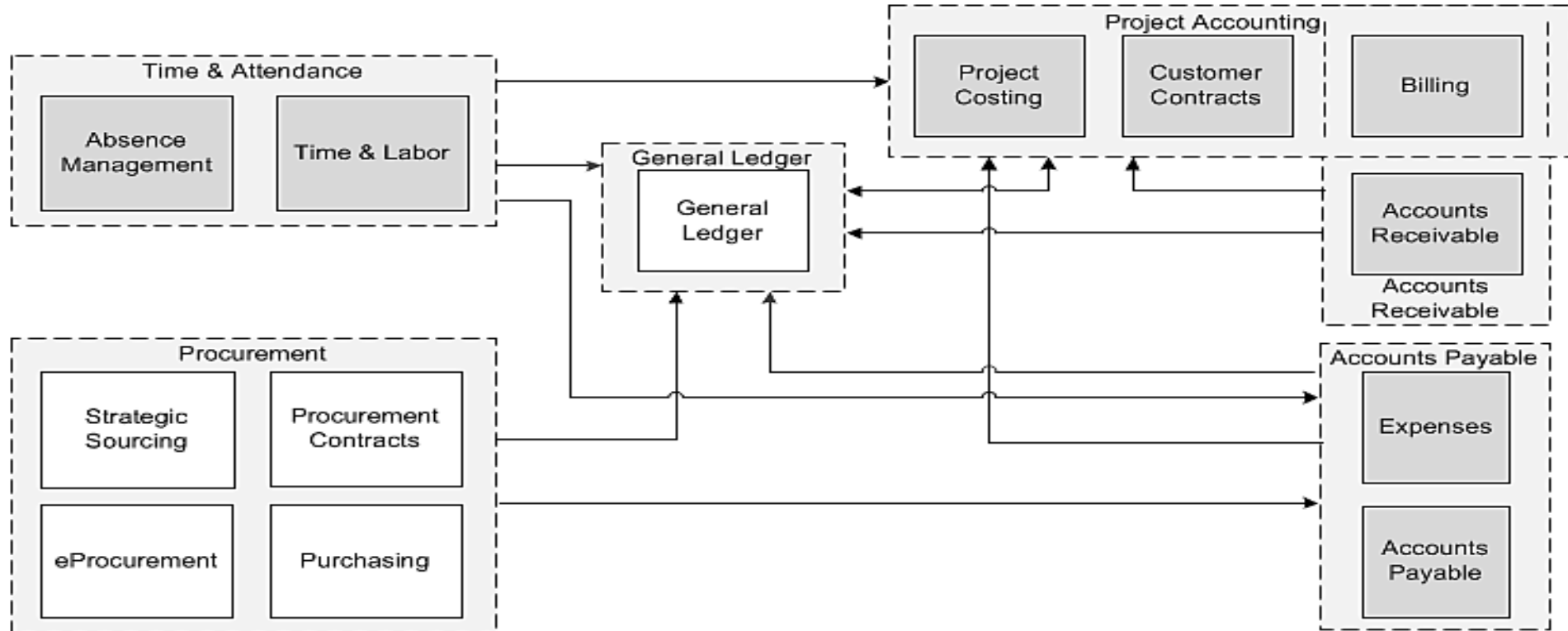
Please note, a supplier must be added to Cardinal before it can be used on a purchase order, sourcing event, requisition, voucher, or payment.



Integration with General Ledger

Procurement integrates with the General Ledger (GL) module through several paths. Purchase Orders and PCard transactions integrate with the Accounts Payable module. Voucher/payment data is transmitted to the GL.

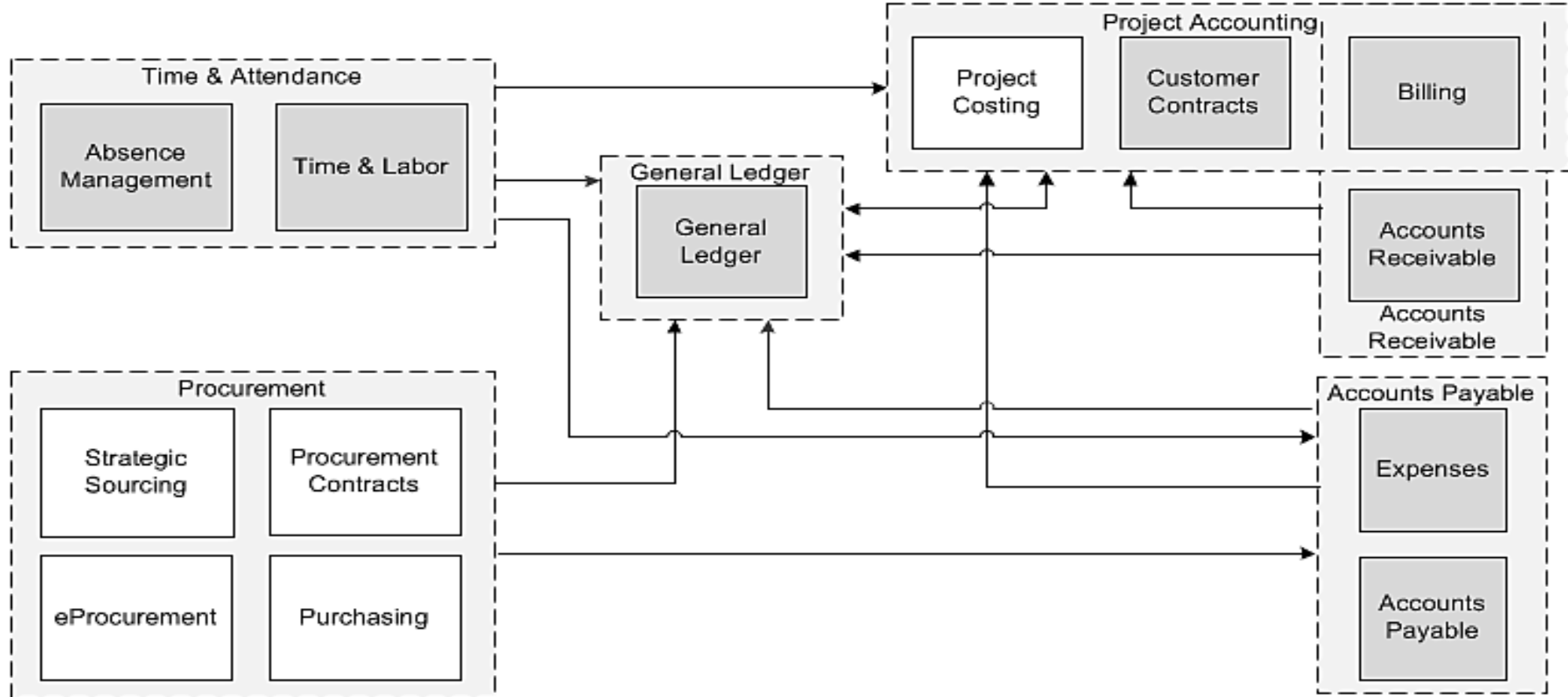
WebIMS sends requisition information to the GL via the GL journal generation process. Manual updates to the WebIMS issuance process require a spreadsheet journal to upload data into the GL.





Integration with Project Costing

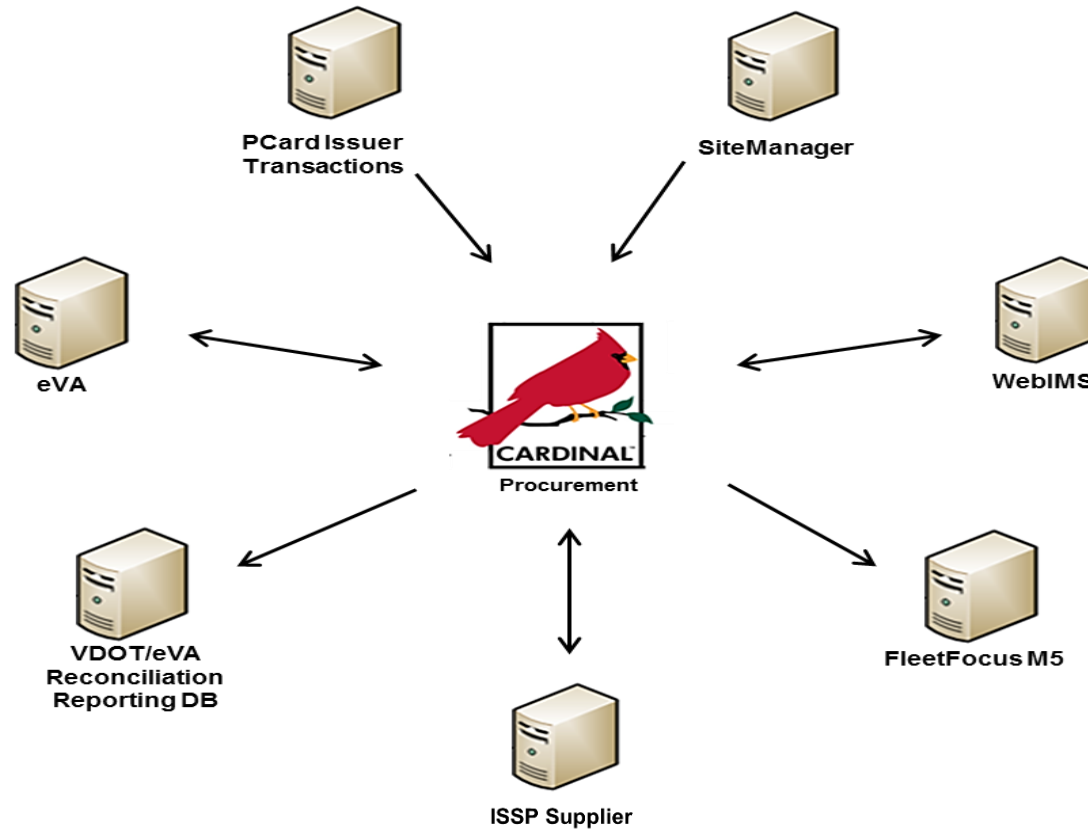
Procurement integrates with the Project Costing module. When requisitions and purchase orders are related to a project, the information is sent to Project Costing.





Interfaces

Procurement processing interfaces with several external systems including the following:



Click image to enlarge



Lesson 3: Checkpoint

Now is your opportunity to check your understanding of the course material.

Read the question on the next slide(s), select answer(s) and click **Submit** to see if you chose the correct response.



Which document is NOT checked as part of the Three-way matching process?

- ☐ Purchase Order
- ☐ Purchase Requisition
- ☐ Receipt
- ☐ Invoice



Lesson 3: Summary

3

Procurement Integration and Interfaces

In this lesson, you learned:

- Integration with Accounts Payable
- Integration with General Ledger
- Integration with Project Costing
- Interfaces



Course Summary

PR140

Procurement Overview

In this course, you learned:

- Understand key procurement Processes
- Recognize how procurement integrates with other Cardinal modules and interfaces with other systems



Course Evaluation

Congratulations! You successfully completed the **501 PR140: Procurement Overview** course.

[Click here](#) to access the evaluation survey for this course.

Once you have completed and submitted the survey, close the survey window. To close the web based training course, click the [X] button in the upper right corner.





Appendix

- Key Terms
- Allowed Extensions on Attachments in Cardinal
- Diagrams and Screenshots
- Flowchart Key



Key Terms

Buy Event: The purchase of goods and/or services through a Bid or Proposal. It is an Invitation for Bid (IFB) or a Request for Proposal (RFP).

Item: A good or service provided by a supplier. Each item has a unique identifier or number.

Item Categories: A group of similar items.

Procurement Contract: A binding understanding between a state agency and a supplier, arising from a strategic sourcing event or purchase order.

Purchase Order (PO): An online and/or printed document containing authorization for the purchase of goods or services. It identifies what is being ordered, all related attributes and approval, as well as its change history and current status.

Receiving: The process of documenting the receipt of goods and/or services against a Purchase Order (PO).

Requester: The individual who requests that a requisition for goods and/or services be entered into Cardinal.

Requisitioner (or Requisition Processor): The person entering the requisition into Cardinal.

Requisition: An online request for goods and/or services, created from the eProcurement or Purchasing module.



Key Terms (continued)

RFx: Request for Quote (RFQ), Invitation For Bid (IFB), and/or Request For Proposal (RFP).

Strategic Sourcing: The process of soliciting quotes, bids/proposals, and/or offers to establish contracts and/or purchase orders.

Web Inventory Management System (WebIMS): Virginia Department of Transportation's (VDOT) electronic stock inventory tracking and management system.



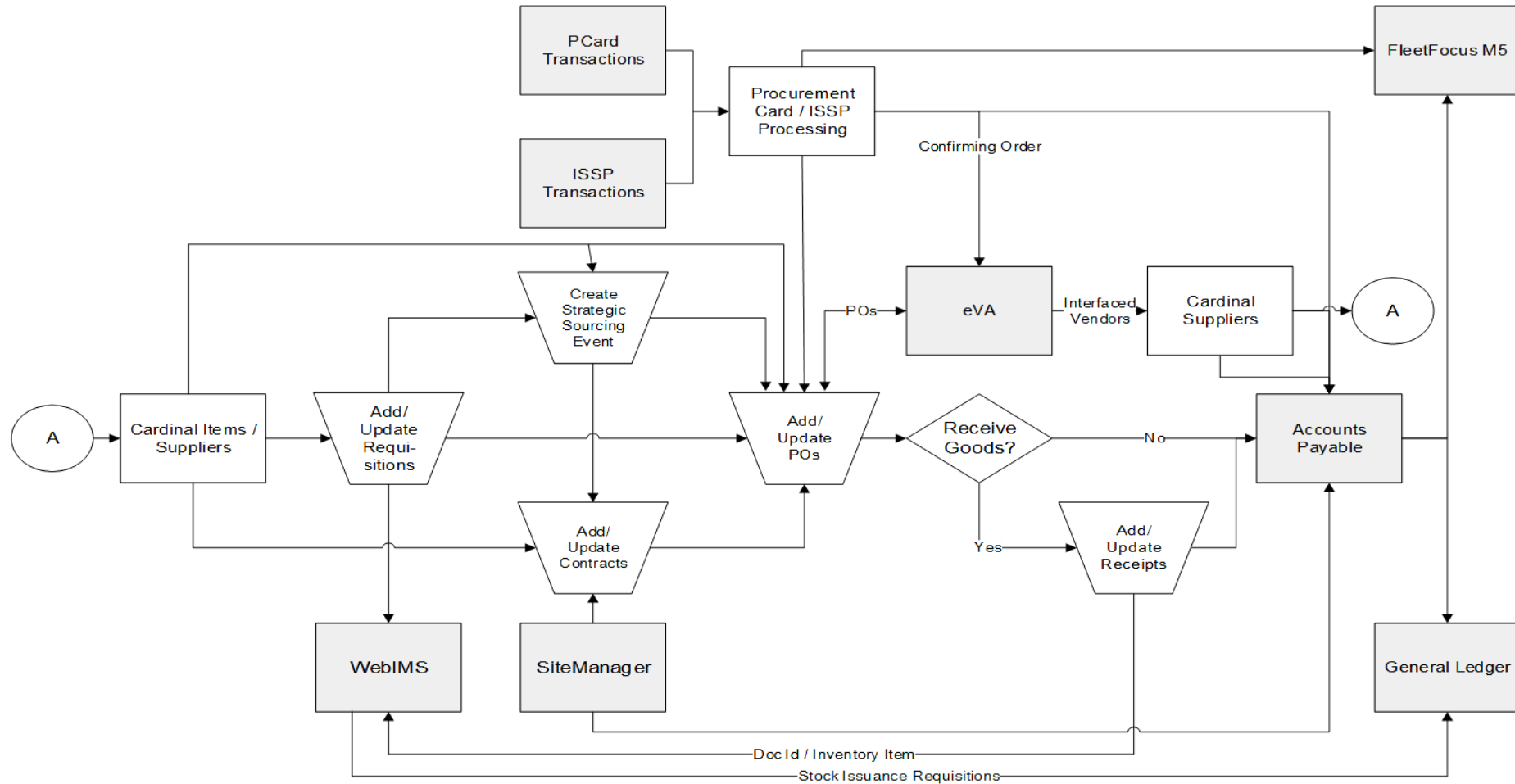
Allowed Extensions on Attachments in Cardinal

The following is a list of file extensions that are allowed on attachments uploaded to Cardinal. You should only attach key supporting documents that either enhance the electronic Cardinal transaction approval process or are instrumental as part of the transaction history. The Cardinal system should not be relied upon to maintain agency documentation and should not be considered the official retention source of the agency. Supporting documents, as required by all applicable regulatory/governing bodies, should be maintained by the agency apart from the Cardinal attachment functionality.

Allowed Extensions on Attachments in Cardinal		
.BMP	.CSV	.DOC
.DOCX	.JPE	.JPEG
.JPG	.MSG	.PDF
.PNG	.PST	.RTF
.TIF	.TIFF	.TXT
.XLS	.XLSX	.XML



Procurement Process Overview



Click image to return or click [here](#) to view descriptions



Procurement Functional Areas in Cardinal

Add/Update Requisitions: This process is managed in either the eProcurement or Purchasing modules.

Create Strategic Sourcing Event: This process is managed in the Strategic Sourcing module.

Add/Update Contracts: This process is managed in the Procurement Contracts module.

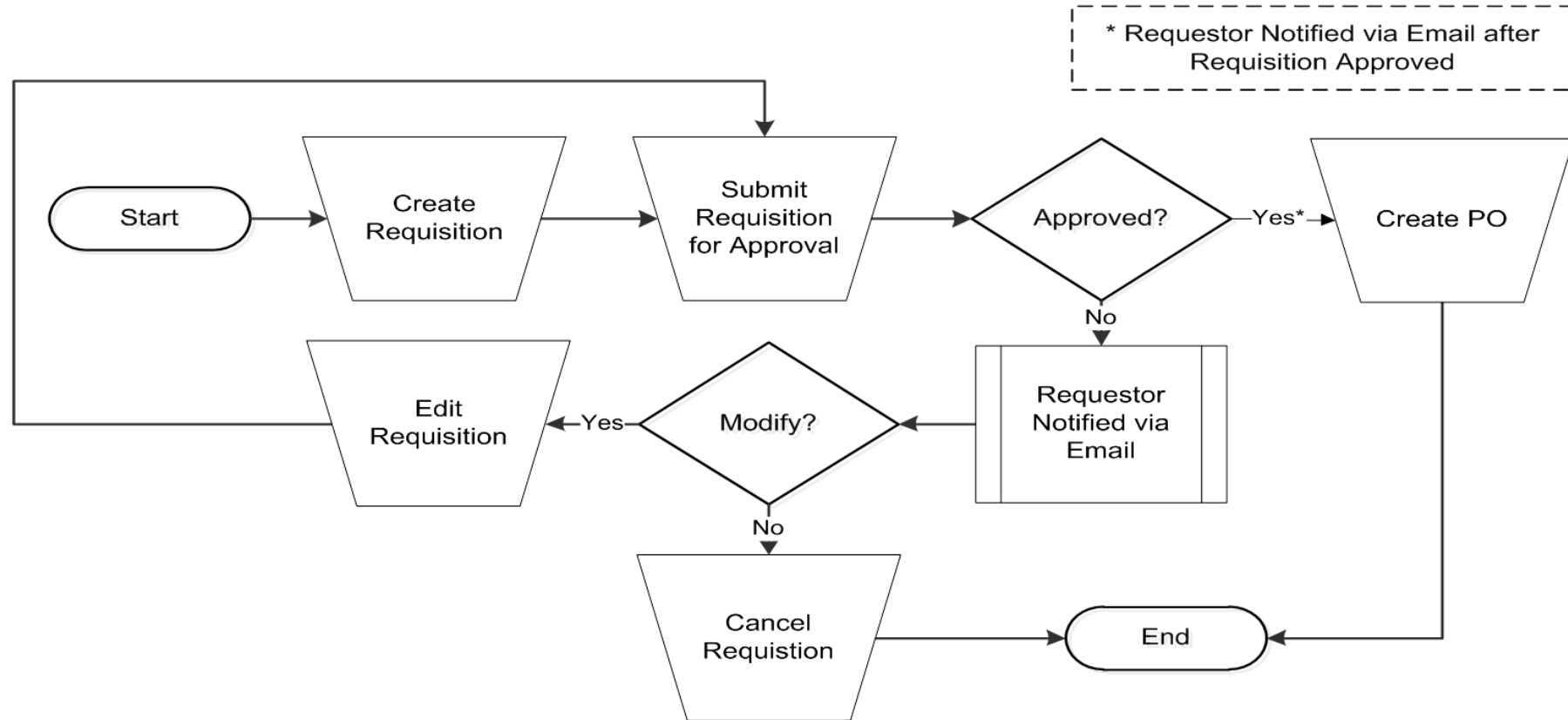
Add/Update Purchase Orders: This process is managed in the Purchasing module.

Receives and Inspects Goods: This process is managed in the Purchasing module.

Procurement Card (PCard)/ISSP Processing: The Purchasing Card and Integrated Supply Services Program processes are both managed in the Purchasing module.



eProcurement Process



Click image to return or click [here](#) to view descriptions



eProcurement Process (continued)

Create Requisition: Uses National Institute of Government Purchasing (NIGP) codes. NIGP codes provide a standard coding structure that classifies a wide range of goods and services.

Submit Requisition for Approval: Forwards the requisition for approval.


Create Purchase Order: In **eProcurement**, a PO can be created by -

- Ad hoc
- Copying an approved requisition
- Copying an existing PO
- Copying from a contract

Click [here](#) to return



eProcurement Requisitions

**CARDINAL™**

Welcome to Cardinal!

All Search >> Advanced Search

Favorites Main Menu > eProcurement > Requisition


Create Requisition ?


Welcome ARDMAN, HELEN


Home My Preferences Requisition Settings | 0 Lines Checkout


Request Options Search All Search Advanced Search


All Request Options
Catalog
Purchasing Items
Express Item Entry
Special Requests
Forms
Business Cards
Favorites
Templates
ePro Services
Fixed Cost Service
Variable Cost Service
Time and Materials
Recently Ordered


**Catalog**
Browse Catalogs
Purchasing Items


**Forms**
Create and Submit Forms
Business Cards


**ePro Services**
Request Services
Fixed Cost Service
Variable Cost Service
Time and Materials

**Express Item Entry**
Create an Express Requisition

**Favorites**
Browse Favorite Items and Services

**Recently Ordered**
View recently ordered items and services

**Special Requests**
Create a non-catalog request

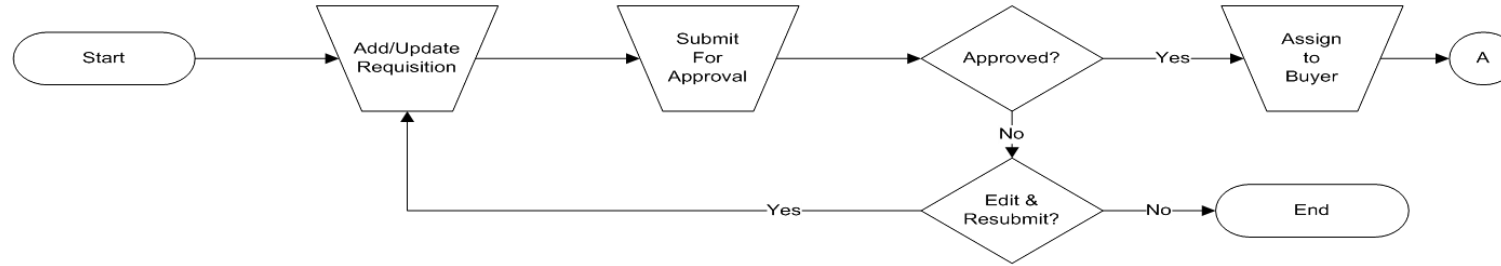
**Templates**
Browse Company and Personal Templates

Click image to return

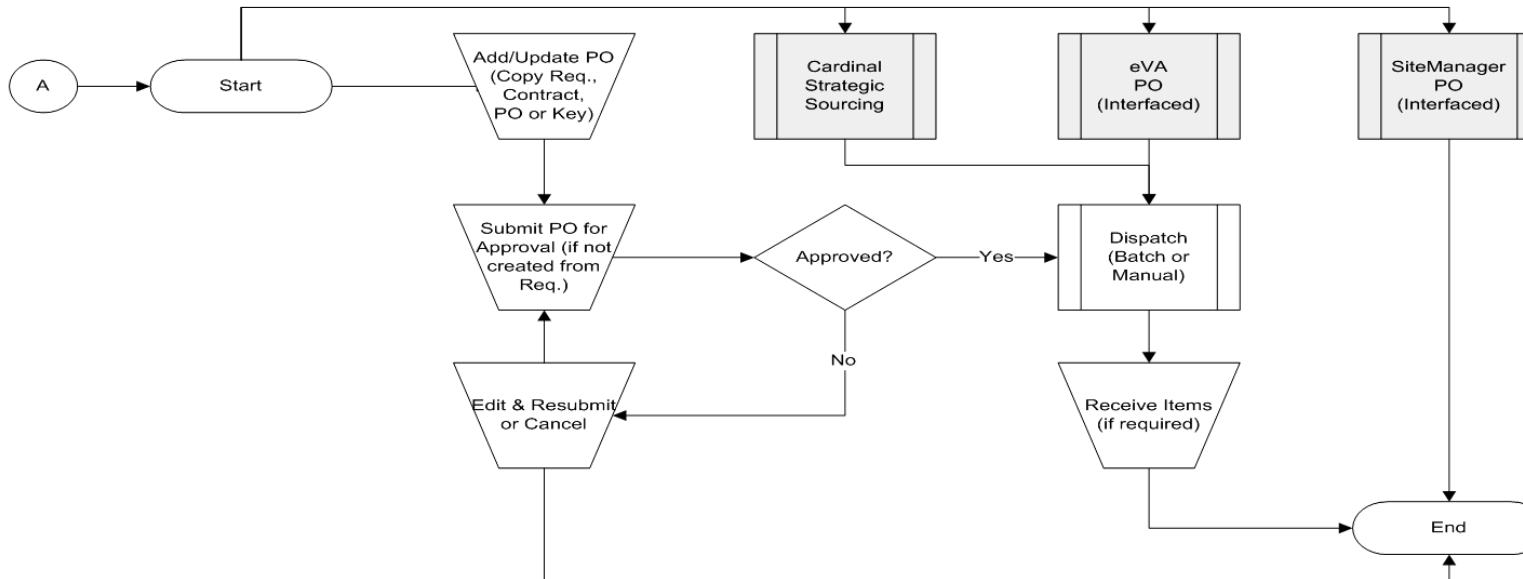


Purchasing Process

Requisition Processing



Purchase Order Processing



Click image to return or click [here](#) to view descriptions



Purchasing Process (continued)

Add/Update Requisition: Requisitions can be created in the eProcurement or Purchasing module.

Add/Update Purchase Order: In **Purchasing** a PO can be created by -

- Ad hoc
- Copying an approved requisition, copying an existing PO, or copying from a contract
- Awarding an event
- From POs created in eVA or SiteManager contracts that are interfaced into Cardinal


Submit for Approval: Requisitions are sent via workflow for approval by the Requestor's Supervisor. POs created without a requisition are sent via workflow for approval by the Buyer's Supervisor. Requestors cannot approve their own requisitions, nor can Buyers approve their own POs. POs created from a requisition do not require approval. Change Orders only require approval when the amount changed exceeds Agency Procurement and Surplus Property Manual (APSPM) policy, or when adding a line.

Dispatch Purchase Order: A batch or manual process where the status of the PO is updated from Approved to Dispatched, and the PO is available to be received against and paid. The PO is sent to eVa if applicable.

Receiving: When goods or services are received, receipt information is entered into Cardinal to acknowledge that the goods and/or services have been delivered and accepted.



Create Requisition



All Search >> Advanced Search

Favorites Main Menu > Purchasing > Requisitions > Add/Update Requisitions

Maintain Requisitions

Requisition

Business Unit 50100

*WebIMS Req Type Regular

Status Open

Requisition ID NEXT

Requisition Name Copy From

☐ Hold From Further Processing

Header

*Requester GEORGE.MASON MASON,GEORGE

*Requisition Date 02/15/2017 Requester Info

Origin ONL Online Input

*Currency Code USD Dollar

Requisition Defaults

Requisition Activities

Add Comments

Amount Summary

Total Amount 0.00 USD

Add Items From

Purchasing Kit

Catalog

Item Search

Requester Items

Line

Details Ship To/Due Date Status Supplier Information Item Information Attributes Contract Sourcing Controls WebIMS

Line	Item	Description	Quantity	*UOM	Category	Price	Merchandise Amount	Status				
1			0.0000			0	0.00	Open				

View Approvals

*Go to ...More...

Save Notify Refresh

Add Update/Display

Click image to return



Create Requisition (continued)

All Search Advanced Search

Favorites Main Menu Purchasing Requisitions Add/Update Requisitions

Maintain Requisitions

Requisition

Business Unit 50100

*WebIMS Req Type Regular

Status Open

Requisition ID NEXT

Requisition Name

Copy From

Hold From Further Processing

Header

*Requester GEORGE.MASON

MASON,GEORGE

*Requisition Date 02/15/2017

Requester Info

Origin ONL

Online Input

*Currency Code USD

Dollar

Requisition Defaults

Add Comments

Requisition Activities

Amount Summary

Total Amount 1,415.00 USD

Add Items From

Purchasing Kit

Catalog

Item Search

Requester Items

Line

Details Ship To/Due Date Status Supplier Information Item Information Attributes Contract Sourcing Controls WebIMS

Line	Item	Description	Quantity	*UOM	Category	Price	Merchandise Amount	Status
1	7507766148	SAND SAND, GRADE B	100.0000	LTN	7507766	14.15000	1,415.00	Open

View Approvals

*Go to ...More...

Save Notify Refresh

Add Update/Display

Click image to return



Document Status Page

Document Status

Business Unit 50100

Document Date 09/17/2012

Currency USD

Requester Dolatowski, Robin A. (VDOT)

Req ID 0002030133

Status Approved

Document Type Requisition

Merchandise Amt 285,778.00



Show All

Associated Document

Personalize | Find | View All | First 1-4 of 53 Last

Documents	Related Info								
Actions	SetID	Business Unit	Document Type	DOC ID	Status	Document Date	Supplier ID	Location	
▼ Actions	STATE		Contract	0000000000000000000040239	Approved	03/16/2012	0000053072		
▼ Actions		50100	Purchase Order	0001041513	Dispatched	09/18/2012	0000053072	MAIN	
▼ Actions		50100	Receipt	0001577823	Closed	11/28/2012	0000053072	MAIN	
▼ Actions		50100	Receipt	0001581739	Closed	12/14/2012	0000053072	MAIN	

Return to Search

Click image to return



Purchase Order Header

All

Search

Advanced Search

Last Search Results

Favorites

Main Menu

Purchasing

Purchase Orders

Add/Update POs

Maintain Purchase Order

Purchase Order

Business Unit 50100

PO ID 0001143554

Copy From

PO Status Dispatched

Hold From Further Processing

Header

*PO Date 01/18/2017

Supplier Search

*Supplier LL CARTER -003

Supplier Details

*Supplier ID 0000033093

LL Carter & Son Inc

*Buyer GEORGE.MASON

MASON,GEORGE

PO Reference

Web IMS?

Header Details

PO Defaults

PO Activities

Requisitions

Actions

Activity Summary

Add Comments

Add ShipTo Comments

Document Status

Backorder Status Not Backordered

Create BackOrder

Receipt Status Not Recvd

*Dispatch Method Print

Dispatch

eVA PO Type R01

Routine Bill Vendor

*eVA Order Method PRNT

eVA Interfaced NSEV

eVA Dttm

Amount Summary

Merchandise 15.00

Freight/Tax/Misc. 0.00

Total Amount 15.00 USD

Calculate

Add Items From

Select Lines To Display

Catalog

Purchasing Kit

Item Search

Search for Lines

Line

To

Retrieve

Lines

Details

Ship To/Due Date

Statuses

Item Information

Attributes

RFQ

Contract

Receiving

Personalize

Find

View All

First

1 of 1

Last

Line	Item	Description	PO Qty	*UOM	Category	Price	Merchandise Amount	Status			
1	0051417548	CLOTHS, ABRASIVE, EMERY, 9 IN. X 11 IN. SHEETS COARSE, 50 SHEETS/PKG	1.0000	EA	0051417	15.00000	15.00	Approved			

View Approvals

Close Short All Lines

*Go to ... More ...

Save

Return to Search

Previous in List

Next in List

Notify

Refresh

Add

Update/Display

Click image to return



WebIMS Checkbox

All Search >> Advanced Search Last Search Results

Favorites Main Menu > Purchasing > Purchase Orders > Add/Update POs

Maintain Purchase Order

Purchase Order

Business Unit 50100 PO ID 0001143554

PO Status Dispatched

Copy From

Hold From Further Processing

Header

*PO Date 01/18/2017 Supplier Search

*Supplier LL CARTER -003 Supplier Details

*Supplier ID 0000033093 LL Carter & Son Inc

*Buyer GEORGE.MASON MASON,GEORGE

PO Reference

Web IMS?:

Header Details PO Defaults PO Activities Requisitions Actions

Activity Summary Add Comments Add ShipTo Comments Document Status

Backorder Status Not Backordered Create BackOrder

Receipt Status Not Recvd

*Dispatch Method Print Dispatch

eVA PO Type R01 Routine Bill Vendor

*eVA Order Method PRNT

eVA Interfaced NSEV

eVA Dtm

Amount Summary

Merchandise 15.00

Freight/Tax/Misc. 0.00

Total Amount 15.00 USD

Calculate

Add Items From

Catalog Purchasing Kit

Item Search

Select Lines To Display

Search for Lines

Line To Retrieve

Lines

Personalize Find View All

First 1 of 1 Last

Line	Item	Description	PO Qty	*UOM	Category	Price	Merchandise Amount	Status				
1	0051417548	CLOTHS, ABRASIVE, EMERY, 9 IN. X 11 IN. SHEETS COARSE, 50 SHEETS/PKG	1.0000	EA	0051417	15.00000	15.00	Approved				

View Approvals

Close Short All Lines

*Go to More


Save Return to Search Previous in List Next in List Notify Refresh

Add Update/Display

Click image to return



Receive Items


**CARDINAL™**

All ▾ Search >> Advanced Search

Favorites ▾ Main Menu ▾ > Purchasing ▾ > Receipts ▾ > Add/Update Receipts

Maintain Receipts

Receiving

Business Unit 50100 Receipt Status Open 

Receipt ID NEXT Add Header Comments Activities

Header Details



Header


Supplier ID 0000033093 *Ship To Location CNTRL OFF3






Supplier Location MAIN

☒ PO Receipt

Select Purchase Order Close Short All Lines Run PO Receipt Accrual

Receipt Lines Personalize | Find | View All |   First 1 of 1 Last

Receipt Lines More Details Links and Status Item / Mfg Data Optional Input Source Information WebIMS 

Line	Item	Description	Receipt Qty	*Recv UOM	Receipt Price	Accept Qty	Status	Close Short	Serial	Device Track	Stock UOM	
1	 7503532020	STONE NO. 1, STONE	130.0000 	LTN 	24.99000	130.0000	Open	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	LTN 	

☐ Interface Receipt ☒ Run Close Short

Save Notify Refresh Add Update/Display

Click image to return



PCard Reconciliation

Reconcile Statement
Procurement Card Transactions

☐ Run Budget Validation on Save

1 to 343 of 343

Bank Statement Personalize | Find | View 9 | First 1-100 of 343 Last

Transaction | **Billing** | **...**

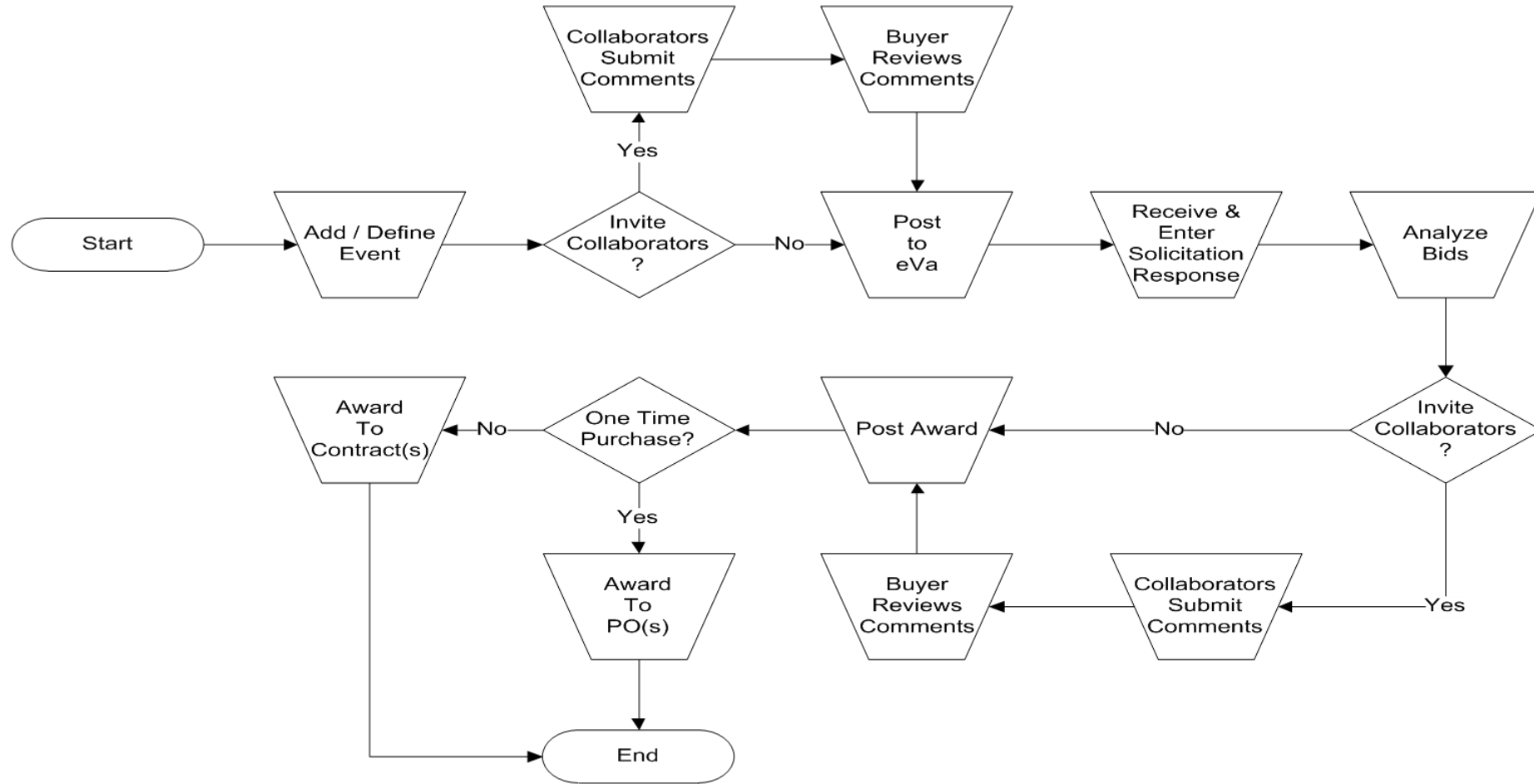
	Employee Name▲	Card Issuer	Card Number	Trans Date	*Status▼	Merchant▼	Transaction Amount	Curren
16	<input checked="" type="checkbox"/> BENNETT-STUMP,MECHELLE L	BAV12	*****6345	08/04/2016	Staged▼	AMERICAN FUNDING SOLUTION	3,092.00 US	^
17	<input type="checkbox"/> BENNETT-STUMP,MECHELLE L	BAV12	*****6345	08/04/2016	Staged▼	AMERICAN FUNDING SOLUTION	4,900.00 US	
18	<input type="checkbox"/> BLANKENSHIP,TERESA G	BAV10	*****6667	07/29/2016	Staged▼	WYTHEVILLE OFFICE SUPP	187.21 US	
19	<input type="checkbox"/> BLANKENSHIP,TERESA L	BAV10	*****9626	07/15/2016	Staged▼	CANON SOLUTIONS AMERIC	-3,728.28 US	
20	<input type="checkbox"/> BLANKENSHIP,TERESA L	BAV10	*****9626	07/25/2016	Staged▼	RICHMOND COMMERCIAL SERVI	-0.30 US	
21	<input type="checkbox"/> BLANKENSHIP,TERESA L	BAV10	*****9626	06/15/2016	Staged▼	RICHMOND COMMERCIAL SERVI	0.30 US	
22	<input type="checkbox"/> BLANKENSHIP,TERESA L	BAV10	*****9626	07/08/2016	Staged▼	THE SUPPLY ROOM AOPD	5.99 US	
23	<input type="checkbox"/> BLANKENSHIP,TERESA L	BAV10	*****9626	07/08/2016	Staged▼	VA DEPT OF CORRECTIONAL E	11.65 US	
24	<input type="checkbox"/> BLANKENSHIP,TERESA L	BAV10	*****9626	06/28/2016	Staged▼	AAM SUPPLY, LLC	20.70 US	
25	<input type="checkbox"/> BLANKENSHIP,TERESA L	BAV10	*****9626	06/30/2016	Staged▼	THE SUPPLY ROOM AOPD	30.36 US	
26	<input type="checkbox"/> BLANKENSHIP,TERESA L	BAV10	*****9626	07/08/2016	Staged▼	VA DEPT OF CORRECTIONAL E	36.00 US	
27	<input type="checkbox"/> BLANKENSHIP,TERESA L	BAV10	*****9626	06/29/2016	Staged▼	N *INKMART OF NOVA	39.99 US	
28	<input type="checkbox"/> BLANKENSHIP,TERESA L	BAV10	*****9626	06/15/2016	Staged▼	NIGP	40.00 US	
29	<input type="checkbox"/> BLANKENSHIP,TERESA L	BAV10	*****9626	07/07/2016	Staged▼	GUERNSEY OFFICE PRODUCTS	42.70 US	
30	<input type="checkbox"/> BLANKENSHIP,TERESA L	BAV10	*****9626	06/28/2016	Staged▼	UPS	48.00 US	▼

☒ Select All ☐ Clear All Stage Verify Validate Budget

Click image to return



Strategic Sourcing Process



Click image to return or click [here](#) to view descriptions



Strategic Sourcing Process (continued)

Add/Define Event: Creates a buy event from a source document using an Invitation For Bid (IFB) or Request For Proposal (RFP).

Event Collaboration: Allows input or approval from others as an event is being created.

Receive and Enter Solicitation Response: Involves receiving the bid packets from the suppliers and entering their bid responses.

Analyze Bids: Involves reviewing bids/proposals and possibly a calculation of weighted bid factors to determine the best value.


Post Award: Closes the event in preparation for award.

Response Collaboration: Allows discussion with collaborators before final award. Strategic Sourcing Buyers can also invite their Procurement Manager and Senior Procurement Manager as Collaborators to request approval for events over their delegated authority.

Award to Purchase Order or Contract: Awards the event to the winning Bidder(s)/Offeror(s). This step also determines if the event is awarded to a contract where goods or service are recurring or to a purchase order.



Strategic Sourcing Event Page



All Search >> Advanced Search Last Search Results

Favorites Main Menu > Sourcing > Create Events > Event Details

Create an Event

Event Summary

Business Unit 50100Event ID NEXTRound 1Version 1Event Format Buy

Event Type RFxChange to Auction

Event Status Open

*Solicitation Type :

*Event Name

Description

Time Zone EST

Preview Date 02/15/2017 51Time 6:58PM

Start Date 03/01/2017 51Time 6:58PM

End Date 03/11/2017 51Time 6:58PM

Copy From Go

Preview By: By Line

Required fields reside on pages marked with an asterisk (*) – you may not save your event until all required fields are filled.

Step 1: Define Event Basics
Enter basic information, general settings and optional rules for this event.

* Event Settings and Options
Event Comments and Attachments
Event Header Bid Factors

Payment Terms and Contact Info
Event Constraints

Step 2: Configure Line Items
Create line listings for this event.

* Line Items

Item Line Defaults

Step 3: Select Bidders to Invite
Send out targeted invitations to this event, designate it as a public event, or both.

* Bidder Invitations

Step 4: Invite Collaborators
Invite others to collaborate on this event. You may not post your event while collaborators are reviewing it.

Event Collaborators

Step 5: Post Event
When all event creation activities are complete, click Post Event to release your event for scheduled external viewing and trigger any bidder invitations you may have defined.

Save Event

Post

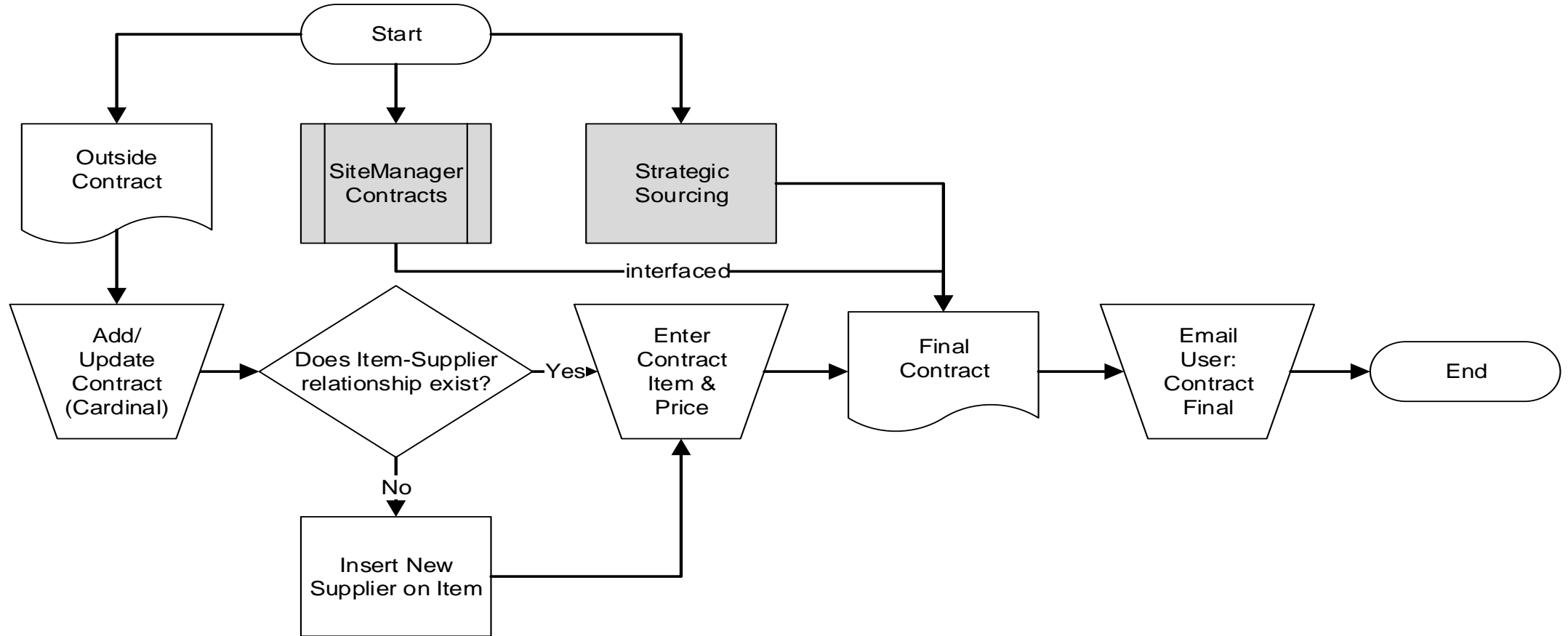
Save As Template

Preview PDF

Click image to return



Procurement Contracts Process



Click image to return or click [here](#) to view descriptions



Procurement Contracts Process (continued)

Outside Contract: External contracts are entered manually in Cardinal. This includes professional service contracts that do not originate through the Cardinal solicitation process.

SiteManager: SiteManager's construction and maintenance type contract data.

Strategic Sourcing: Contract award information in the Strategic Sourcing module.

System Contract Entry: Contract information entered into the Procurement Contracts module.


Item - Supplier Relationship: Links the item to the supplier.

Enter Contract Item & Price: Specifies contract item and price.

Email User: Notifies the end user that the contract has been entered and saved (finalized).



Add/Update Contracts Page

**CARDINAL™**

All ▾ Search >> Advanced Search

Favorites ▾ Main Menu ▾ > Procurement Contracts ▾ > Add/Update Contracts

Contract Entry
Contract

SetID STATE Copy From Contract

Contract ID NEXT

*Status Open ▾

Administrator/Buyer

Contract Version

Version 1

Status Current

New Version

Approval Due Date

▼ Header ?

*Contract Style Purchase Order

Process Option Purchase Order

*Supplier

*Supplier ID

*Begin Date 02/12/2017

Expire Date

Renewal Date

Currency USD CRRNT

Primary Contact

Supplier Contract Ref

Description

Master Contract ID

Tax Exempt ID

☐ Tax Exempt

Supplier Search

Add Comments

Contract Activities

Primary Contact Info

Contract Releases

Activity Log

Document Status

Thresholds & Notifications

Contract Reference

Amount Summary ?

Maximum Amount	0.00	USD
Line Item Released Amount	0.00	
Category Released Amount	0.00	
Open Item Released Amount	0.00	
Total Released Amount	0.00	

► Order Contract Options ?

► Contract Items

Contract Categories

Save Notify Refresh

Add Update



Contract Reference Page

Custom Contract Reference Page

Help

SetID: STATE

Contract ID: NEXT

Contract Version: 1

Contract Information

Contract Category: NON-PROFESSIONAL SERVICES

GL Business Unit: 50100

Estimated Contract Value: 150000

Responsible Org: 10000

Supplement Agreement

Supplement Number:

Supplement Date:

Supplement Amount:

Contract Renewal Options

Renewal Date From:

Renewal Date To:

Original Number of Renewal Options:

Current Renewal Period:

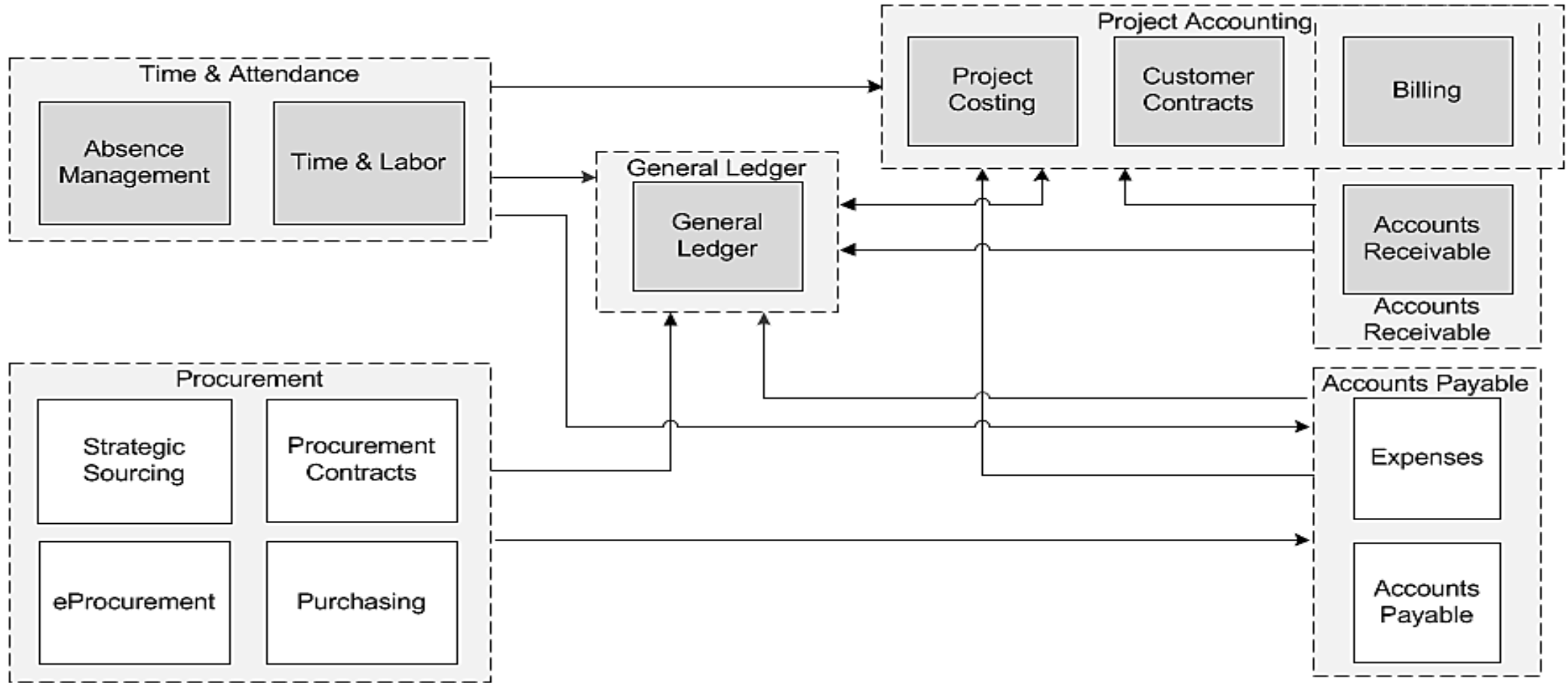
OK

Cancel

Refresh



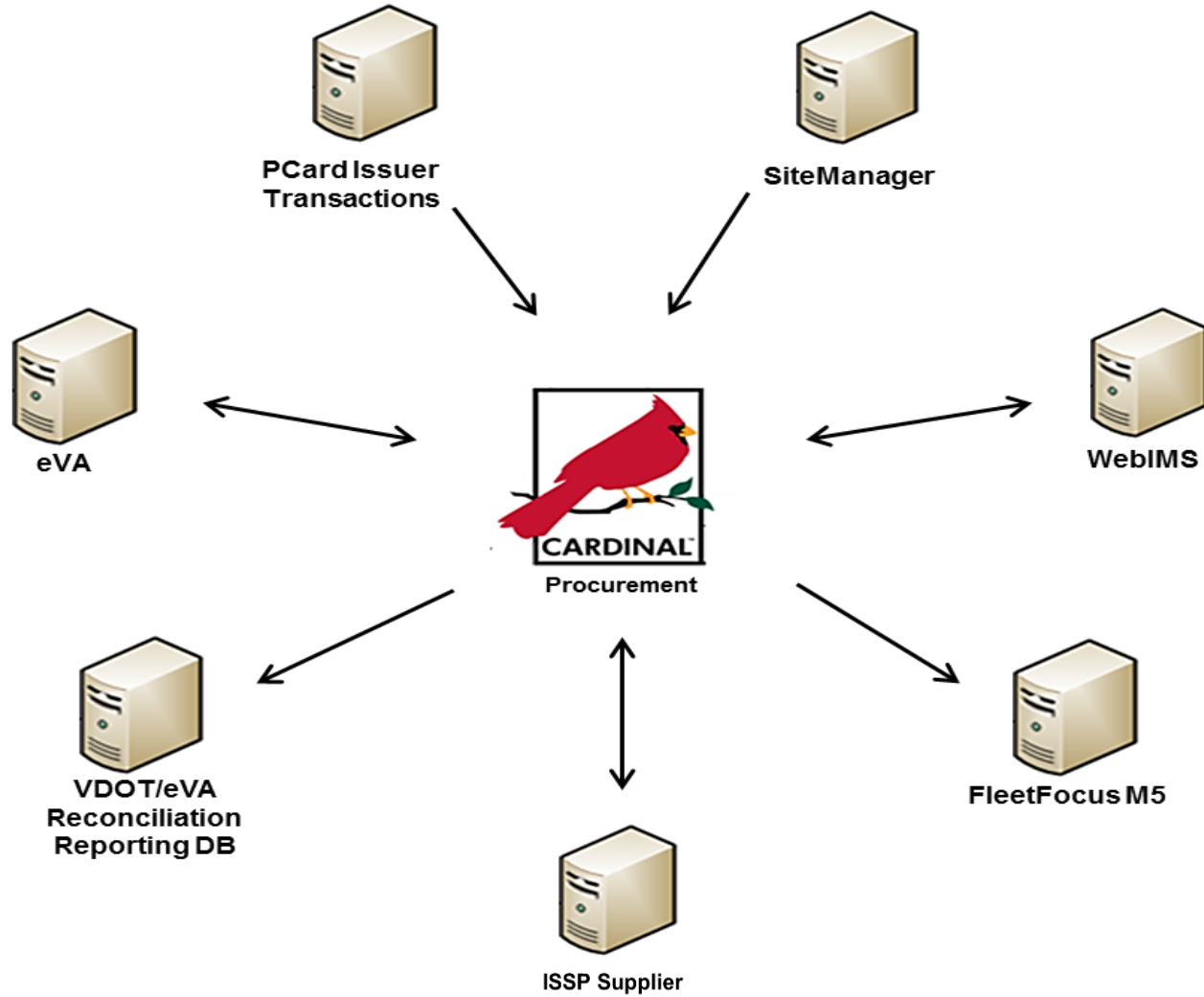
Integration with Accounts Payable



Click image to return



Interfaces



Click image to return or click [here](#) to view descriptions



Interfaces (continued)

eVA interfaces with Cardinal in several ways:

- Supplier data and reporting information is sent from eVA to Cardinal daily.
- Purchase orders and change orders in eVA are imported daily.
- Cardinal Procurement sends PCard transactions to eVA.
- Cardinal sends purchase orders and change orders created in Cardinal to eVA.

FleetFocus M5: FleetFocus M5 tracks all hours and parts used, and activity, related to the operation and maintenance of vehicles and equipment. Cardinal interfaces with FleetFocus M5 by sending PCard and ISSP related data daily.

Integrated Supply Services Program (ISSP): The ISSP supplier provides vehicle repair parts and shop items for Cardinal end users. Every location has its own unique card number. ISSP sends ISSP transaction data to Cardinal.

ISSP Supplier: Cardinal imports ISSP transaction information from the supplier and sends back confirming data.

PCard Issuer: Cardinal imports PCard transaction information from the bank card supplier (card supplier).



Interfaces (continued)



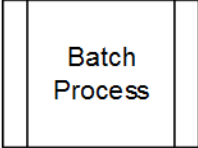
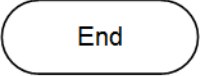
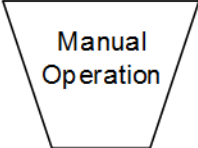
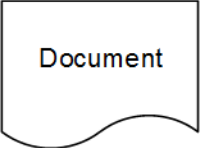
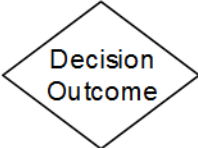
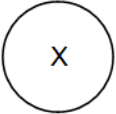
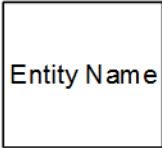
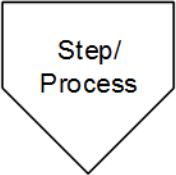
SiteManager: SiteManager sends construction and maintenance contract records to Cardinal, where it is used to create contracts and purchase orders. SiteManager is used by VDOT Construction Division for the building and maintaining of roads.

VDOT/eVA Reconciliation Reporting: eVA sends confirming PO data to the Data Warehouse. Cardinal sends PO payment data to the Data Warehouse, where the two data sets are compared and available for viewing from the web.

WebIMS: Cardinal users can create requisitions requesting inventory from WebIMS, which sends the item, quantity, location, and IMS location number Interfaces back to Cardinal so the requestor can locate and track the product. After the end user confirms their order, WebIMS updates inventory.



Flowchart Key

	Depicts a process step or interface.		Indicates point at which the process begins. Does not represent any activity.
	Specifies a batch process.		Indicates point at which the process ends. Does not represent any activity.
	Depicts a process step that is preformed manually.		Depicts a document of any kind, either electronic or hard copy.
	Defines the possible outcomes of a decision or analysis that took place in a step immediately preceding.		Indicates an on-page or intra process connector. Used to avoid complex overlapping connector lines or to continue a process on a subsequent page.
	Represents an entity (person, organization, etc.).		Connects steps between business processes.